

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Mary Scray, Chair

Guy Zima, Vice Chair

Tom Lund, Jesse Brunette, Bernie Erickson

Pat Evans, Tom De Wane

EXECUTIVE COMMITTEE

Monday, December 12, 2011

6:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of November 3, 2011.

Communications

1. Communication from Supervisor Vander Leest re: Request to include a commitment of future excess Room Tax Monies in Brown County toward the Resch Center, Shopko Hall and Arena Complex Capital needs. This would be included in our resolutions related to supporting the KI Expansion. *Motion at 10/3/11 mtg: To hold one month with a request that the County Executive and Supervisor VanderLeest bring back information related to future maintenance costs for the arena complex; Motion at 11/3/11 mtg: To hold (Supervisor Vander Leest not present).*
2. Communication from Supervisor Lund re: Put \$20,000 in County Board Budget for outside legal counsel and establish a policy for this usage. *Referred from November County Board.*

Legal Bills

3. Review and Possible Action on Legal Bills to be paid.

Reports

4. County Executive Report.
 - a) Budget Status Financial Report for October, 2011.
5. Internal Auditor Report.
 - a) Budget Status Financial Report for October, 2011
 - b) Other.
6. Board Attorney Report.
 - a) Discussion re: Chapter 4 as it relates to the Highway Department.
 - b) Resolution re: Authority to Execute a 2012 Labor Agreement with the Brown County Sheriff's Department Supervisory Employees.
 - c) A closed session pursuant to Wis. Stats. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Labor Negotiations).

Vacant Budgeted Positions (Request to Fill)

7. Finance/Purchasing – Administrative Clerk-Purchasing (vacated 12/15/11).
8. Health Department – Public Health Nurses (x2) (vacated 12/16/11 & 12/29/11).
9. Highway Department – Assistant Superintendent (vacated 12/23/11).
10. Highway Department – Engineering Technician II (vacated 12/9/11).
11. Highway Department – Fleet Manager Position (vacated 12/23/11).
12. Highway Department – Highway Laborer (vacated 12/1/11).
13. Human Services – Administrative Secretary (vacated 1/6/12).
14. Human Services – Assistant Director of Nursing (vacated 12/23/11).
15. Human Services – Clinical Social Worker (vacated 11/2/11).
16. Human Services/CTC – Housekeeper I (x1.5) (vacated 4/30/11 & 11/26/11).
17. Human Services – Social Worker/Case Manager-CPS (x3) (vacated 10/3/11 (x2) & 11/1/11).
18. Information Services – Programmer/Analyst II (vacated 12/2/11).

Other

19. Such other matters as authorized by law.

Mary Scray, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE FOR DECEMBER 12, 2011 MEETING FOR APPROVAL AND PAYMENT				
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
Michael, Best & Friedrich LLP	1171202	11/10/2011	\$ 468.56	Fox River Clean Up - Insurance
Atty. Frederick J. Mohr	2647M 5075	10/31/2011	\$ 2,847.00	Correction Officers, Human Services, Highway, Sheriff's Dept., Teamsters, Library
	2647M 5094	11/30/2011	\$ 2,301.00	Correction Officers, Human Services, Highway, Sheriff's Dept., Teamsters, Library
		Total ---	\$ 5,616.56	

IN ACCOUNT WITH

MICHAEL BEST

& FRIEDRICH LLP

One South Pinckney Street
P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

MichaelBest.com

John F. Luetscher
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Client: 018236

November 10, 2011
Invoice No. 1171202

EIN 39-0934985

Due Upon Presentation
Return Upper Portion with Payment

Invoice No. 1171202

For Professional services rendered through October 31, 2011, as follows:

Matter: 018236-0042 Fox River Cleanup - Insurance

10/10/11 R Exum	Review inquiry from accounting regarding payment of invoice, refunds and CNA check.	0.30	\$45.00
10/11/11 R Exum	Follow up with accounting regarding payment of outstanding CNA invoices; process defense invoice and send to Wausau and CNA for payment; process Wausau payment; update defense cost tracking chart; send Wausau check and updated defense cost chart to client; discussion with accounting regarding CNA invoices.	1.30	\$195.00
10/12/11 R Exum	Process additional check received from CNA; update defense tracking chart and forward check to client.	0.20	\$30.00
10/17/11 R Exum	Process CNA payment for invoice 1163706, update defense payment tracking chart and forward check to client; update electronic filing.	0.30	\$45.00
10/20/11 R Exum	Summarize CNA outstanding payment still owed for DACrass.	0.10	\$15.00
10/24/11 R Exum	Process CNA payment received.	0.20	\$30.00
10/26/11 R Exum	Process CNA and Wausau defense payments; update defense cost tracking chart with payment information; prepare letter to client enclosing checks.	0.70	\$105.00

Total Hours 3.10

Total Services \$465.00

Disbursements:

Postage 2.96
Photocopying .60

MICHAEL BEST

& FRIEDRICH LLP

IN ACCOUNT WITH

MICHAEL BEST

& FRIEDRICH LLP

Client: 018236

One South Pinckney Street
P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

Page 2

November 10, 2011
Invoice No. 1171202

Matter: 018236-0042 Fox River Cleanup - Insurance

Disbursements Total \$3.56

Total This Matter \$468.56

MICHAEL BEST

& FRIEDRICH LLP

IN ACCOUNT WITH

MICHAEL BEST

& FRIEDRICH LLP

One South Pinckney Street
P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 3

November 10, 2011
Invoice No. 1171202

Matter: 018236-0042 Fox River Cleanup - Insurance

ATTORNEY BREAKDOWN

Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
R Exum	Paralegal	3.1	\$150.00	\$465.00
Totals		3.10		\$465.00

MICHAEL BEST

& FRIEDRICH LLP

3

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

RECEIVED

NOV 03 2011

Human Resources

BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

Page: 1
October 31, 2011
Account No: 2647M

Correction Officers	\$30.00
Human Services	\$936.00
Highway	\$117.00
Sheriff's Dept.	\$1,872.00
Teamsters	\$117.00
Library	\$702.00
	<hr/>
	<u>\$3,774.00</u>

Interest accrues at the rate of 1% per month on all balances over 30 days.

3

FREDERICK J. MOHR_{LLC}

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

Page: 1
October 31, 2011
Account No: 2647-0M
Statement No: 5075

Correction Officers

Previous Balance \$30.00

Balance Due \$30.00

Account No: 2647-1M
Statement No: 5075

Human Services

Previous Balance \$136.50

	Hours	
Drafting of Reply	1.00	195.00
Drafting of Reply	1.00	195.00
Drafting of Reply	0.50	97.50
Drafting of Reply	0.40	78.00
Letter to WERC	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Telephone Conference with Attorney Parins	0.20	39.00
Telephone Conference with Attorney Parins	0.20	39.00
Attention to Letter from Attorney Parins	0.20	39.00
Attention to Letter from Attorney Davis	0.20	39.00

In Account With

FREDERICK J. MOHR L.L.C.

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Human Services

Page: 2

October 31, 2011

Account No: 2647-1M

Statement No: 5075

For Current Services Rendered	4.10	799.50
Total Current Work		799.50
Balance Due		<u>\$936.00</u>

Account No: 2647-2M
Statement No: 5075

Highway

	Hours	
Review of Arbitration Decision	0.40	78.00
Letter to Debbie	0.20	39.00
For Current Services Rendered	0.60	117.00
Total Current Work		117.00
Balance Due		<u>\$117.00</u>

Account No: 2647-4M
Statement No: 5075

Sheriff's Dept.

Previous Balance \$448.50

Hours

BROWN COUNTY HUMAN RESOURCES

Sheriff's Dept.

Page: 3

October 31, 2011

Account No: 2647-4M

Statement No: 5075

	Hours	
Attention to Letter from Delain	0.20	39.00
Letter to Delain	0.20	39.00
Letter to Delain	0.20	39.00
Attention to Letter from Delain	0.20	39.00
Attention to Letter from WERC	0.20	39.00
Telephone Conference with Delain	0.20	39.00
Conference with Delain & Poteat	1.80	351.00
Attention to Letter from Delain	0.20	39.00
Attention to Letter from WERC	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Drafting of Answer	1.80	351.00
Drafting of Answer	0.30	58.50
Letter to Delain	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Telephone Conference with Attorney Cermele	0.20	39.00
Letter to Attorney Cermele	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Letter to Attorney Cermele	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Sheriff's Dept.

Page: 4

October 31, 2011

Account No: 2647-4M

Statement No: 5075

	Hours	
Letter to WERC	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
		<hr/>
For Current Services Rendered	8.50	1,657.50
Total Current Work		1,657.50
10/07/11 Less Payment Received		-234.00
Balance Due		<u>\$1,872.00</u>

Account No: 2647-5M
Statement No: 5075

Teamsters

Previous Balance		\$78.00
	Hours	
Attention to Letter from Arbitrator	0.20	39.00
		<hr/>
For Current Services Rendered	0.20	39.00
Total Current Work		39.00
Balance Due		<u>\$117.00</u>

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Library

Page: 5

October 31, 2011

Account No: 2647-7M

Statement No: 5075

Previous Balance		\$585.00
	Hours	
Telephone Conference with Etten	0.20	39.00
Attention to Letter from Stainbrook	0.20	39.00
Letter to Stainbrook	0.20	39.00
Preparation for Arbitration	0.60	117.00
		<hr/>
For Current Services Rendered	1.20	234.00
Total Current Work		234.00
10/07/11 Less Payment Received		-117.00
Balance Due		\$702.00
		<hr/>
Total Balance Due		\$3,774.00
		<hr/>

Interest accrues at the rate of 1% per month on all balances over 30 days.

3

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

RECEIVED

Tel: (920) 437-5441 Fax: (920) 437-5443

DEC 05 2011

Human Resources

BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

Page: 1
November 30, 2011
Account No: 2647M

Correction Officers	\$30.00
Human Services	\$2,379.00
Highway	\$156.00
<hr/>	
Sheriff's Dept.	\$1,794.00
Teamsters	\$117.00
Library	\$1,443.00
	<hr/>
	<u>\$5,919.00</u>

Interest accrues at the rate of 1% per month on all balances over 30 days.

3

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

Page: 1
November 30, 2011
Account No: 2647-0M
Statement No: 5094

Correction Officers

Previous Balance \$30.00

Balance Due \$30.00

Account No: 2647-1M
Statement No: 5094

Human Services

Previous Balance \$936.00

	Hours	
Review of Briefs	0.80	156.00
Drafting of Brief	1.80	351.00
Research of Law	1.00	195.00
Drafting of Brief	1.60	312.00
Drafting of Brief	1.00	195.00
Drafting of Affidavit	0.50	97.50
Letter to WERC	0.20	39.00
Review of Union Brief	0.50	97.50
For Current Services Rendered	7.40	<u>1,443.00</u>

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Human Services

Page: 2

November 30, 2011

Account No: 2647-1M

Statement No: 5094

Total Current Work	1,443.00
--------------------	----------

Balance Due	<u>\$2,379.00</u>
-------------	-------------------

Highway

Account No:	2647-2M
Statement No:	5094

Previous Balance	\$117.00
------------------	----------

Attention to Letter from WERC	Hours	
	0.20	39.00

For Current Services Rendered	0.20	39.00
-------------------------------	------	-------

Total Current Work	39.00
--------------------	-------

Balance Due	<u>\$156.00</u>
-------------	-----------------

Sheriff's Dept.

Account No:	2647-4M
Statement No:	5094

Previous Balance	\$1,872.00
------------------	------------

11/07/11 Less Payment Received	-78.00
--------------------------------	--------

3

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Sheriff's Dept.

Page: 3

November 30, 2011

Account No: 2647-4M

Statement No: 5094

Balance Due

\$1,794.00

Account No: 2647-5M

Statement No: 5094

Teamsters

Previous Balance

\$117.00

Attention to Letter from WERC

Hours

0.20 39.00

For Current Services Rendered

0.20 39.00

Total Current Work

39.00

11/07/11 Less Payment Received

-39.00

Balance Due

\$117.00

Account No: 2647-7M

Statement No: 5094

Library

Previous Balance

\$702.00

Preparation for Arbitration

Hours

2.00 390.00

Attendance at Library Arbitration

2.00 390.00

3

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Library

Page: 4

November 30, 2011

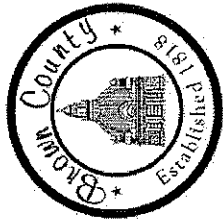
Account No: 2647-7M

Statement No: 5094

For Current Services Rendered	4.00	780.00
Total Current Work		780.00
11/07/11 Less Payment Received		-39.00
Balance Due		<u>\$1,443.00</u>
Total Balance Due		<u>\$5,919.00</u>

Interest accrues at the rate of 1% per month on all balances over 30 days.

3



Executive Budget Report October 2011

Through 10/31/11
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 100 - GF									
REVENUE									
Property taxes	274,951.00	.00	274,951.00	22,912.58	.00	229,125.80	45,825.20	83	268,047.50
Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$274,951.00	\$0.00	\$274,951.00	\$22,912.58	\$0.00	\$229,125.80	\$45,825.20	83%	\$268,047.50
EXPENSE									
Personnel services	155,723.00	.00	155,723.00	9,778.06	.00	97,044.90	58,678.10	62	141,737.29
Fringe benefits and taxes	62,791.00	.00	62,791.00	3,136.05	.00	27,954.00	34,837.00	45	47,458.75
Operations and maintenance	5,950.00	.00	5,950.00	83.40	.00	3,296.47	2,653.53	55	3,975.45
Utilities	1,365.00	.00	1,365.00	78.24	.00	895.51	469.49	66	1,063.59
Chargebacks	9,122.00	.00	9,122.00	638.57	.00	6,988.19	2,133.81	77	7,494.71
Contracted services	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other	40,000.00	.00	40,000.00	.00	.00	40,000.00	.00	100	40,000.00
EXPENSE TOTALS	\$274,951.00	\$0.00	\$274,951.00	\$13,714.32	\$0.00	\$176,179.07	\$98,771.93	64%	\$241,729.79
Fund 100 - GF Totals									
REVENUE TOTALS	274,951.00	.00	274,951.00	22,912.58	.00	229,125.80	45,825.20	83	268,047.50
EXPENSE TOTALS	274,951.00	.00	274,951.00	13,714.32	.00	176,179.07	98,771.93	64	241,729.79
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$9,198.26	\$0.00	\$52,946.73	(\$52,946.73)		\$26,317.71
Grand Totals									
REVENUE TOTALS	274,951.00	.00	.00	22,912.58	.00	229,125.80	45,825.20	83	268,047.50
EXPENSE TOTALS	274,951.00	.00	274,951.00	13,714.32	.00	176,179.07	98,771.93	64	241,729.79
Grand Totals	\$0.00	\$0.00	(\$274,951.00)	\$9,198.26	\$0.00	\$52,946.73	(\$52,946.73)		\$26,317.71

4a

Brown County

Executive

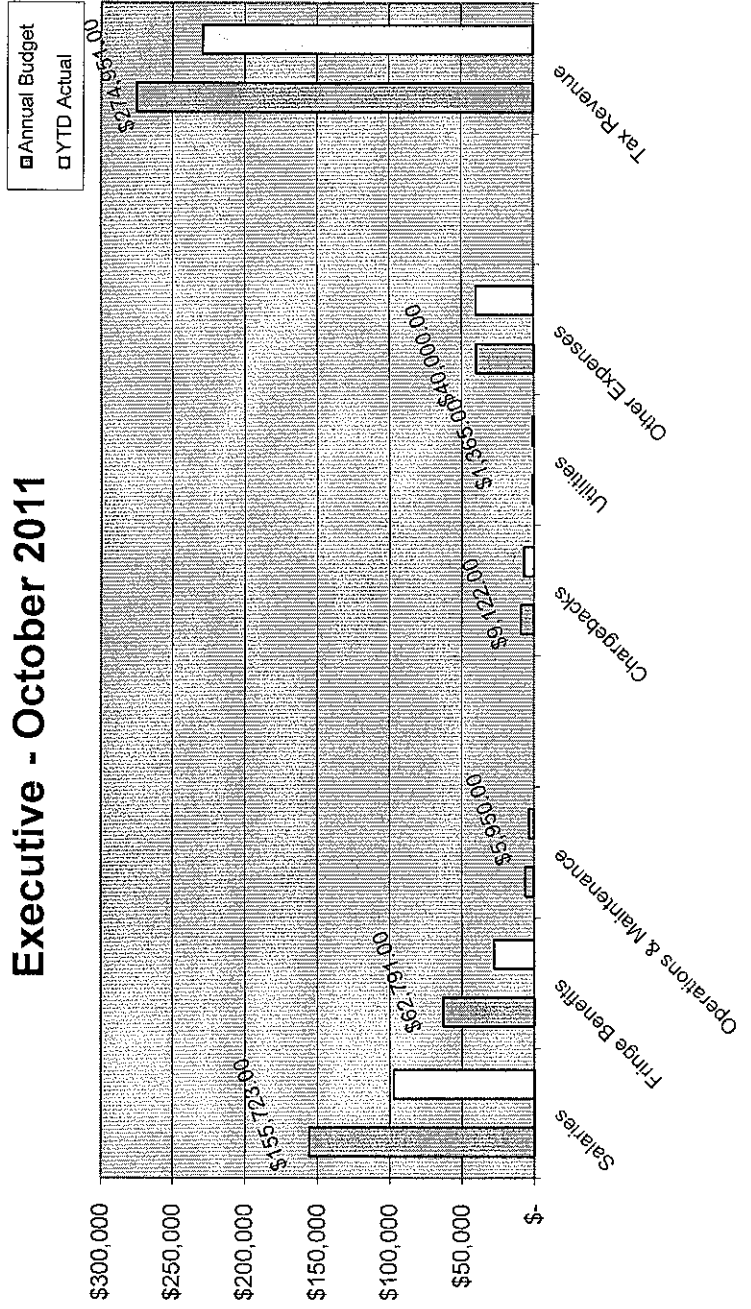
Budget Status Report

12/5/2011

HIGHLIGHTS:

	Annual Budget	YTD Actual
Salaries	\$ 155,723.00	\$ 97,044.90
Fringe Benefits	\$ 62,791.00	\$ 27,954.00
Operations & Maintenance	\$ 5,950.00	\$ 3,296.47
Chargebacks	\$ 9,122.00	\$ 6,988.19
Utilities	\$ 1,365.00	\$ 895.51
Other Expenses	\$ 40,000.00	\$ 40,000.00
Tax Revenue	\$ 274,951.00	\$ 229,125.80

Executive - October 2011



4a



October 2011 Budget Report - County Board

Through 10/31/11

Prior Fiscal Year Activity Included

Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/	Prior Year YTD
Fund 100 - GF									
REVENUE									
Property taxes	717,472.00	.00	717,472.00	59,789.33	.00	597,893.30	119,578.70	83	610,396.70
Charges for sales and services	.00	.00	.00	.00	.00	178.61	(178.61)	+++	275.96
Miscellaneous revenue	.00	.00	.00	.00	.00	25.00	(25.00)	+++	7.11
Contributions	.00	.00	.00	.00	.00	750.00	(750.00)	+++	5.00
Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$717,472.00	\$0.00	\$717,472.00	\$59,789.33	\$0.00	\$598,846.91	\$118,625.09	83%	\$610,684.77
EXPENSE									
Personnel services	323,344.00	.00	323,344.00	26,231.28	.00	267,435.48	55,908.52	83	270,343.90
Fringe benefits and taxes	196,436.00	.00	196,436.00	17,195.69	.00	167,270.83	29,165.17	85	151,376.24
Operations and maintenance	50,300.00	.00	50,300.00	1,265.34	.00	32,052.68	18,247.32	64	35,469.95
Utilities	500.00	.00	500.00	.00	.00	9.99	490.01	2	272.10
Chargebacks	11,816.00	.00	11,816.00	809.43	.00	8,854.06	2,961.94	75	11,709.22
Contracted services	135,076.00	.00	135,076.00	4,075.00	.00	118,790.00	16,286.00	88	113,300.00
EXPENSE TOTALS	\$717,472.00	\$0.00	\$717,472.00	\$49,576.74	\$0.00	\$594,413.04	\$123,058.96	83%	\$582,471.41
Fund 100 - GF Totals	REVENUE TOTALS								
	717,472.00	.00	717,472.00	59,789.33	.00	598,846.91	118,625.09	83	610,684.77
	EXPENSE TOTALS	.00	717,472.00	49,576.74	.00	594,413.04	123,058.96	83	582,471.41
	\$0.00	\$0.00	\$0.00	\$10,212.59	\$0.00	\$4,433.87	(\$4,433.87)		\$28,213.36
Grand Totals									
	717,472.00	.00	.00	59,789.33	.00	598,846.91	118,625.09	83	610,684.77
	717,472.00	.00	717,472.00	49,576.74	.00	594,413.04	123,058.96	83	582,471.41
	\$0.00	\$0.00	(\$717,472.00)	\$10,212.59	\$0.00	\$4,433.87	(\$4,433.87)		\$28,213.36

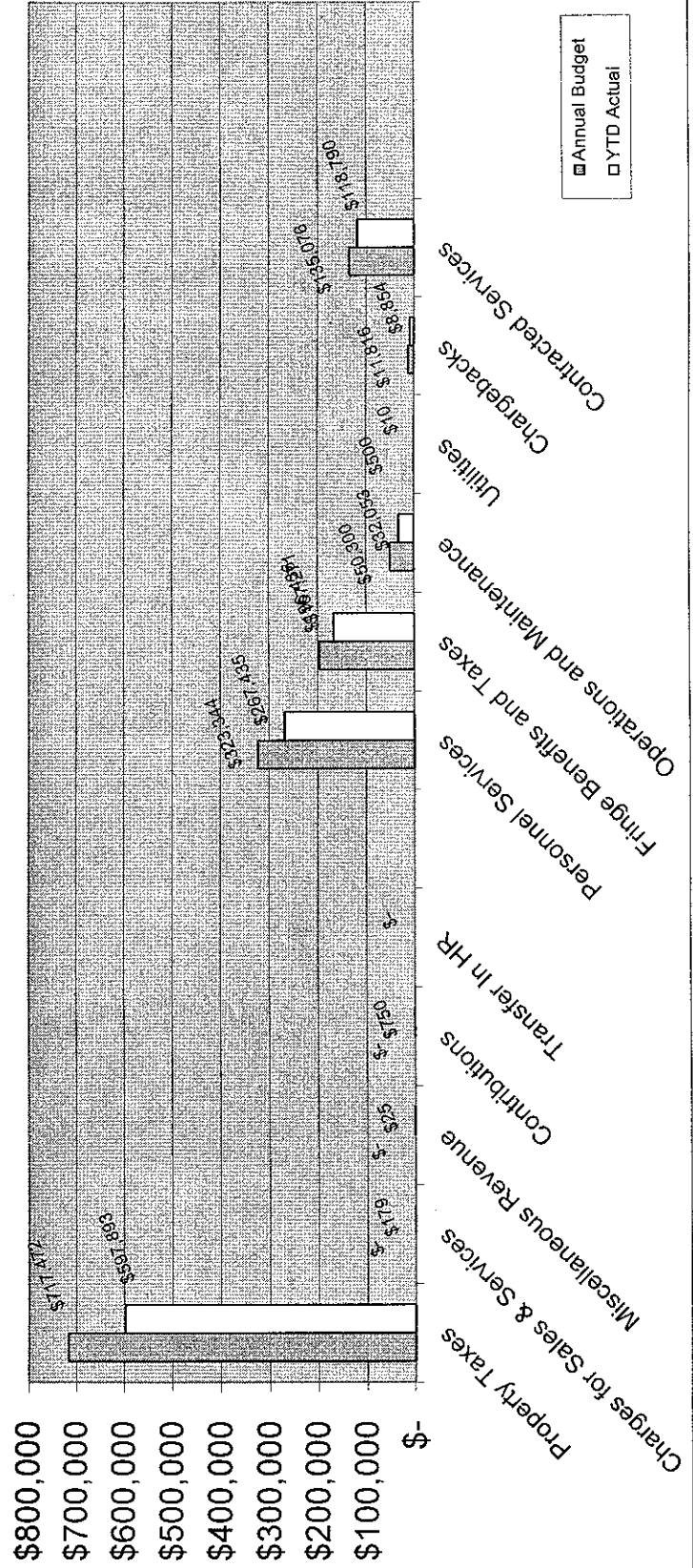
10/31/2011

	Annual	YTD
	Budget	Actual
Property Taxes	\$ 717,472	\$ 597,893
Charges for Sales & Services	\$ -	\$ 179
Miscellaneous Revenue	\$ -	\$ 25
Contributions	\$ -	\$ 750
Transfer In HR	\$ -	\$ -
Personnel Services	\$ 323,344	\$ 267,435
Fringe Benefits and Taxes	\$ 196,436	\$ 167,271
Operations and Maintenance	\$ 50,300	\$ 32,053
Utilities	\$ 500	\$ 10
Chargebacks	\$ 11,816	\$ 8,854
Contracted Services	\$ 135,076	\$ 118,790

Highlights:

88% of the Contracted Services budget has been used due to payment to the external auditors for the 2010 audit in early 2011.

Board of Supervisors - October 31, 2011



December 21, 2011

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING: AUTHORITY TO
EXECUTE A 2012 LABOR AGREEMENT WITH THE BROWN
COUNTY SHERIFF'S DEPARTMENT SUPERVISORY EMPLOYEES**

BE IT RESOLVED, by the Brown County Board of Supervisors, that the County Executive and County Clerk be and are hereby authorized to execute a one (1) year labor agreement on behalf of Brown County with the Brown County Sheriff's Department Supervisory Employees, effective January 1, 2012, which agreement shall provide the following major changes from the 2010-2011 labor agreement.

BE IT FURTHER RESOLVED that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.

2012

2010—2011

**BROWN COUNTY SHERIFF'S DEPARTMENT
SUPERVISORY LABOR CONTRACT**

This Agreement, made and entered into according to the provisions of Section 111.70 Wisconsin Statutes by and between Brown County as municipal employer, hereinafter called the "County" and the Bargaining Unit of the Brown County Sheriff's Department Supervisory personnel, hereinafter called the "Bargaining Unit". ~~The Employer, Brown County, reserves the right to delegate certain portions of this Agreement to be handled by the Brown County Sheriff and/or the Brown County Sheriff's Department.~~

Article 1. DUES CHECK-OFF

~~Bargaining unit dues shall be deducted from the first paycheck of each month in the amount specified by the bargaining unit Treasurer, and such amounts shall be turned over to the bargaining unit Treasurer each month. As to new employees, such deduction shall be made from the first paycheck following their first one hundred eighty (180) days of employment.~~

~~The Employer agrees to deduct from the earnings of all employees in the bargaining unit the amount of money certified by the bargaining unit as being the monthly dues uniformly required of all members and pay said amount to the Treasurer of the bargaining unit on or before the end of the month. Changes in the amount of dues to be deducted shall be certified by the bargaining unit thirty (30) days before the effective date of the change.~~

~~The bargaining unit will represent all such employees, members and non-members, fairly and equally, and all employees in the bargaining unit will be required to pay, as provided in this article, their proportionate share of the costs of representation by the bargaining unit. No employee shall be required to join the bargaining unit, but membership shall be made available to all employees who apply consistent with the bargaining unit's constitution and bylaws. No employee shall be denied bargaining unit membership because of race, age, creed, color, sex, disability or marital status.~~

~~The Union shall indemnify and save the Employer harmless against any and all claims, demands, suits, or other forms of liability, including court costs, that may arise out of or by reason of action taken or not taken by the Employer for the purpose of complying with any of the provisions of this Article, or in reliance on any list, notice or assignment furnished under any of the provisions of this Article.~~

Article 2. 1. PURPOSE OF AGREEMENT

~~It is the intent and purpose of the parties hereto that this Agreement shall promote and improve working conditions between the County and the Brown County Sheriff's Department bargaining unit and to set forth herein rates of pay, hours of work, and other terms and conditions of employment to be observed by the parties hereto. In keeping with the spirit and purpose of this Agreement, the County agrees that there shall be no discrimination by the County against any employee covered by this Agreement because of his membership or activities in the bargaining unit, nor will the County interfere with the right of such employees to become members of the bargaining unit. The County retains all rights, powers, or authority that it had prior to this contract unless modified by this contract or state laws. Working conditions previously in effect shall not be reduced during the life of this Agreement provided they do not conflict with this Agreement.~~

~~The parties hereto recognize their obligation to meet and confer regarding wages, hours and other conditions of employment. It is the intent and purpose of the parties hereto that this Agreement shall promote and improve working conditions of the Bargaining Unit in regard to rates of pay, hours of work, and other terms and conditions of employment to be observed by the parties hereto. The County retains all rights, powers, or authority that it had prior to this contract unless modified by this contract or state law.~~

Article 3. 2. RECOGNITION

~~The County agrees to recognize the bargaining unit as the bargaining agent for the supervisory ranks of lieutenant and captain of the Brown County Sheriff's Department in the matter of wages, hours of work, and working conditions, except in situations wherein this contract is in conflict with existing Wisconsin Statutes. In the case of conflict, the Statute will apply.~~

Article 4. 3. MANAGERENTS RIGHTS RESERVED

~~Except as herein otherwise provided, the management of the Department and the direction of the working forces is vested exclusively in the Employer- County. The County retains the right to fulfill all normal managerial obligations, such as planning, changing or developing new methods of work performance, establishing necessary~~

policies, organizations and procedures, assigning work and establishing work schedules and applying appropriate means of administration and control.

It is further agreed, except as herein otherwise provided, that the responsibilities of management include, but are not limited to those outlined in this Agreement. In addition to any specified herein, the Employer shall be responsible for fulfilling all normal managerial obligations, such as planning, changing or developing new methods of work performance, establishing necessary policies, organizations and procedures, assigning work and establishing work schedules and of applying appropriate means of administration and control; provided however, that the exercise of the foregoing rights by the County will not be used for the purpose of discrimination against any member of the Association or be contrary to any other specific provision of this Agreement, and provided that nothing herein shall be construed to allow management to affect wages, hours and conditions of employment of Association members as outlined in Section 111.70.

Article 5. NON DISCRIMINATION

The parties hereto agree that there shall be no discrimination with respect to any employee in the bargaining unit because of race, creed, color, national origin, age, sex or handicap.

Article 6. PROBATIONARY PERIOD

All newly hired employees shall serve a one (1) year probationary period. During said probationary period they shall not attain any seniority rights and shall be subject to dismissal without cause or prior notice or recourse to the grievance procedure. The probationary period of one (1) year shall be extended to cover any unpaid leaves of absence. Upon completion of said probationary period, employees shall be granted seniority rights from the date of original hire. Notice of satisfactory completion of probation shall be given to the employee and his/her personnel file shall so note. Probationary employees will maintain seniority within themselves.

Article 7. 4. BARGAINING UNIT ACTIVITY

The bargaining unit agrees to conduct its business off the job as much as possible. However, agents and representatives of the bargaining unit having business with members of the bargaining unit may confer with such members during the normal working day for a reasonable time, provided that permission is first given by the on-duty shift supervisor Sheriff or Chief Deputy which will not be unreasonably withheld. The employer County agrees not to deduct any pay from any employee conducting such business. The bargaining unit will furnish the employer with a list of its officers and representatives annually. Off-duty officers, under no circumstance, will be compensated for conducting bargaining unit activity.

Article 8. 5. WORK RULES

The Employer agrees to negotiate and attempt to reach mutual agreement on changes in work rules before they become effective although this provision shall not operate to impede the Sheriff in implementing work rules as necessary for the operation of the department. The County shall establish reasonable work rules before they become effective. Work rules shall be posted for a period of 40 five (5) calendar days before becoming effective, except that this requirement shall be waived in emergency situations.

Article 9. 6. JOB DESCRIPTION

Descriptions for each job position within the department including such duties and expectations of the performance of the job shall be maintained by the Sheriff's Department and Human Resources Department.

Failure to perform shall subject the employee to discipline, as outlined in Article 12, Disciplinary Procedure, including reduction in rank, if necessary, to that rank which the employee can best perform. such duties and expectations of performance shall subject employees to discipline as outlined in the disciplinary procedure, hereinafter set forth.

Article 10. 7. PROMOTION AUTHORITY

The Brown County Sheriff, ~~acting for the Brown County Board~~ shall have final authority for promotion, establishment of criteria for promotion, and descriptions for each job category. Such criteria shall be available to the ~~union~~. Bargaining Unit.

During the contract term, the Sheriff shall create a policy establishing a promotion procedure.

Article 11. 8. DISCIPLINARY PROCEDURE

The purpose of discipline is correcting job behavior and performance problems of employees. Employees shall be informed of standards of conduct and performance. Discipline shall be administered in compliance with this section and rules and standards shall be consistently applied. Penalties shall be appropriate to the circumstances. Persons administering corrective discipline shall systematically document the case. Disciplinary actions shall be in writing and include a full description of the alleged infraction and a statement informing the employee of his/her rights under the grievance procedure contained in this contract. Records of verbal reprimands shall be maintained in the Department files. Copies of written reprimands, suspensions, and terminations shall be provided to the employee, the Human Resources Manager, to the employee's supervisor, and kept in the Department files. Suspensions and terminations shall be discussed with the Human Resources Manager before such actions are taken. The County Executive will be informed of suspensions and terminations. The Brown County Sheriff shall have final authority in regard to demotion, suspensions and terminations.

No regular employee shall be disciplined or discharged except for just cause. Written notice of the discipline, suspension, or discharge and a description of the incident warranting the action shall be given to the employee with a copy to the bargaining unit.

The employee will have an informal hearing before the Sheriff, or his designee, before any disciplinary action is taken. The employee and the bargaining unit will be notified of the reason for the discipline and the time of the hearing at least 24 hours prior to the time of the informal hearing but not more than ten days (excluding Saturdays, Sundays, and holidays), after the alleged infraction or knowledge thereof by the respective department head. The employee may be represented by a bargaining unit representative at the hearing or a representative of his own choice. ~~The department head will notify the employee and the bargaining unit in writing of his decision within forty-eight (48) hours after the hearing.~~ An officer may waive the right to a hearing with the Sheriff.

The employee may use the grievance procedure to appeal the disciplinary action and ~~such grievance will be presented directly to the fourth step, taken hereunder.~~ Such grievance will be presented directly to the second step. Any grievance that may result from such action shall be considered waived unless presented in writing within ~~15~~ five (5) calendar days of the receipt of the notice of discipline by the employee, by the employee of the written decision of the Sheriff.

The County may develop, within its discretion, other procedures for discipline which do not result in demotion, suspension or termination.

It is not the intention of the parties hereto to circumvent or contravene any County Ordinance or State law. If there is a conflict or ambiguity insofar as any phrase, sentence, or paragraph of this contract is concerned, and the contractual language provides a greater benefit to members of the Bargaining Unit than would be the case under a County Ordinance or State law, then the contractual provision shall apply.

~~Administrative Register/Documentation of Oral Reprimands. Documentation of oral reprimands may be made only by way of an entry into an administrative register maintained by the department pursuant to the following:~~

- ~~(1) Oral reprimands may be documented in writing by any supervisor after review and approval (a) by the Supervisor as to shift personnel, excepting those matters relegated to the Jail Captain, (b) by the Patrol Captain regarding personnel involved in motor vehicle accidents or incidents, or working special events such as the Packer games, 4th of July and the like, and (c) by the appropriate Captain of investigative division as to personnel in the detective division, (d) internal affairs Captain. During the review and before approval, the Captain making the review shall discuss the proposed written documentation and the underlying factual situation with the officer in question. The discretion of any Supervisor authorized to make entries into the counseling register may be controlled by the Sheriff and his administrative staff under policies or procedures that the Sheriff may deem appropriate.~~
- ~~(2) The department shall maintain a register for the purpose of maintaining written documentation of oral reprimands (favorable entries or commendations may also be entered at the discretion of the department).~~
- ~~(3) Following the entry of an oral reprimand into the Administrative Register, the officer being so reprimanded shall be counseled by a supervisor designated by the Supervisor making the entry as to the reason for the entry, and if appropriate, given instruction as to ways to avoid the conduct or action which led to the entry. After such counseling, both the officer being reprimanded and the counseling supervisor shall initial the entry.~~
- ~~(4) Entries made under the above procedure and properly initialed may be the basis of progressive discipline and factors in performance evaluations. If entries are made without the above procedure being followed, or are not initialed, they shall be void.~~
- ~~(5) Entries in the Administrative Register shall remain valid for purposes of progressive discipline or performance evaluation for a period of one year of their entry, and at the end of each year shall be void and considered expunged.~~

Article 9. GRIEVANCE PROCEDURE (Previously Article 45.)

Both the bargaining unit and the County recognize that grievance complaints should be settled promptly and at the earliest possible stage, and that the grievance process must be initiated within fifteen (15) days of the incident or of receipt of notice of discipline by the employee. Any grievance not reported or filed within fifteen (15) days shall be invalid.

A grievance is defined as an alleged violation or misapplication involving the interpretation, application or enforcement of the terms of this agreement. Days shall mean working days exclusive of Saturday, Sunday or contractually recognized holidays during the contract year. A grievant may be an employee, a group of employees

or the Association. In the event the grievance is brought by an individual employee or group of employees, the Association shall be notified and shall have the right to participate in each stage of the grievance procedure.

Only one subject matter shall be covered in any one grievance. A written grievance shall contain the name and position of the grievant, a clear and concise statement of the grievance, the issue involved, the relief sought, the date the incident or alleged violation took place, the specific section of the Agreement alleged to have been violated, and the signature of the grievant and the date. The time limits specified may be extended only by mutual written agreement by the parties.

Any grievance which may arise between the County and the bargaining unit shall be processed in the following manner:

Step 1. The aggrieved employee shall present the grievance in writing to his/her captain either alone or accompanied by a bargaining unit representative.

Step 2. If the grievance is not settled at Step 1, it shall be reduced to writing and presented to the division head or their designee. Within ten (10) days, (Saturday, Sunday and holidays excluded) the division head or their designee shall furnish the bargaining unit and the employee with a written answer to the grievance.

Step 3. If the grievance is not settled at Step 2, but within five (5) days of the Step 2 response, the grievance shall be presented in writing to the Sheriff or the Sheriff's designee. The Sheriff, or their designee, within ten (10) days (Saturday, Sunday and holidays excluded) shall hold an informal meeting with the aggrieved employee, the Chief Deputy, and the bargaining unit representative. If the grievance is not resolved to the satisfaction of all parties within ten (10) days (Saturday, Sunday and holidays excluded) either party may proceed to Step 4.

Step 4. The grievance shall be presented in writing to the Human Resources Director. The Human Resources Director shall hold a meeting within ten (10) days of receipt of the grievance with the aggrieved employee, the Chief Deputy or designee and a bargaining unit representative. Within ten (10) days (Saturdays, Sundays and holidays excluded) after this meeting, the Human Resources Director will make a determination in writing and forward copies to the grievant and bargaining unit representative.

The employee's captain, division head or their designee, nor the Sheriff or his/her designee including the Chief Deputy, shall adjust any grievances inconsistent with the terms and conditions as outlined in this Agreement.

A formal grievance of an employee shall be handled in accordance with the following procedure:

Step 1. The employee shall prepare a written statement setting forth the grievance. The grievance statement shall include a summary of the pertinent facts, the date the event occurred, what steps the employee has taken to informally resolve the grievance, and the remedy requested. The statement shall be given to Sheriff or his designee. Upon receipt of the written statement, the Sheriff or his designee shall immediately forward the grievance to the Human Resources Manager. Within five (5) working days thereafter, the Sheriff or his designee shall meet with the employee and make a reasonable effort to resolve the grievance. If the Sheriff or his designee is unable to resolve the grievance after the meeting with the employee, the Sheriff or his designee shall immediately prepare a written response denying the grievance and setting forth the reasons for such denial. The Sheriff or his designee shall forward the written response to the Human Resources Manager and provide the employee with a copy of such response.

Step 2: If the employee is not satisfied with the Sheriff or designee's resolution of the grievance, the employee may, within five (5) working days, present the grievance in writing to the Human Resources Manager. The Human Resources Manager or the Manager's designee shall arrange to meet with the employee and his/her representative, if any, to ascertain the facts surrounding the dispute and shall reply in writing to the employee within five (5) working days thereafter. The decision of the Human Resources Manager shall be final except grievances that address employee terminations, employee disciplines, or workplace safety.

Step 3: In the event the decision of the Human Resources Manager does not satisfy the employee, the employee may, within five (5) working days, present a written request to the Human Resources Manager, for a hearing before an impartial hearing officer. If the grievance involves an employee termination, employee discipline, or workplace safety, the Human Resources Manager shall select an impartial hearing officer by mutual consent with the grieving employee. If the Human Resources Manager and the grieving employee are unable to agree on an impartial hearing officer, the Human Resources Manager shall request a list of available staff arbitrators from the Wisconsin Employment Relations Commission. The Human Resources Manager shall then select an arbitrator from the panel provided by the WERC. The selected arbitrator or mutually agreeable impartial hearing officer shall thereafter hold a hearing on the grievance. The County and the employee may produce witnesses and other evidence at the time of hearing before the arbitrator or impartial hearing officer. After considering the evidence presented, the arbitrator or impartial hearing officer shall issue a written decision. A "good cause" standard of review shall be used by the arbitrator or impartial hearing officer. The arbitrator or impartial hearing officer's decision shall be final.

An employee is entitled to be represented in each step of the grievance procedure by a representative of his/her choice. The Human Resources Manager may delegate, within his/her sole discretion, responsibilities as set forth in Step 2 to the Human Resources legal advisor or Corporation Counsel. Upon mutual agreement the employee and the Human Resources Manager may extend or waive any time limits contained in this procedure. Nothing contained herein shall diminish any legal rights an employee may be entitled to under the law.

Article 10. SALARIES.

~~Compensation schedule for 2010-2011.~~ The wages of employees of the Brown County Sheriff's Department Supervisory Unit ~~personnel~~ shall be on the basis hereinafter presented. The salaries listed are on a ~~bi-weekly~~ hourly basis. The rates of pay prescribed herein are based on fulltime employment at normal working hours. The pay scale as enumerated below is ~~retroactive to the first pay period which includes the first of the year 2010.~~ shall be effective the first pay period for the year 2012.

2012 PAY SCALE

Lieutenant	\$37.25
Lieutenant (Bomb Squad)	\$38.05
Captain	\$39.64
Non-Certified Lieutenant	\$34.75

Shift Pay Differential. All members of the Bargaining Unit shall be paid a shift differential for hours actually worked between 5:00 pm and 7:00 am as follows:

5:00 pm – 11:00 pm	\$0.37 per hour
11:00 pm – 7:00 am	\$0.75 per hour

Effective December 31, 2006, Captains/Lieutenants classified at 2,040 annual hours will be classified at 2,080 annual hours.

2010-2011 PAY SCALE

POSITION	Effective 12/27/09	Effective 09/19/10	Effective 12/26/10	Effective 09/18/11
A. LIEUTENANT	\$36.1598	\$36.3406	\$37.0674	\$37.2527
B. LIEUTENANT				
* Court or Polygraph LT = Grade A + .18/hr	\$36.3398*	\$36.5206*	\$37.2474*	\$37.4327*
** LT assigned to Bomb Squad = Grade A + .80/hr	\$36.9598**	\$37.1406**	\$37.8674**	\$38.0527**
C. CAPTAIN	\$38.4760	\$38.6684	\$39.4418	\$39.6390
D. NON CERTIFIED LIEUTENANT	\$33.6598	\$33.8406	\$34.5674	\$34.7527

The intent is to maintain a \$2.50/hr differential between a Sworn Officer and Non Certified Lieutenant.

Shift Differential:

All police personnel, regardless of rank, shall be paid a night shift differential as follows:

11:00 a.m. – 7:00 p.m. shift	\$0.45 per hour
3:00 p.m. – 11:00 p.m. shift	\$0.67 per hour
4:00 p.m. – 12:00 midnight	\$0.67 per hour
11:00 p.m. – 7:00 a.m. shift	\$0.90 per hour
8:00 p.m. – 4:00 a.m. (Howard) shift	\$0.90 per hour

Article 12. 11. OVERTIME

Employees who work the 5-2 shift shall be compensated at the rate of one and one-half (1 1/2) times their normal rate of pay for all hours worked outside of their normally scheduled hours or in excess of 8.00 hours in any working day, except as provided below.

Overtime may be taken at the rate it is earned as compensatory time by mutual agreement of the Employer and employee. Compensatory time can accumulate to a maximum of eighty (80) hours. ~~The Employer will notify the employee in writing two (2) months prior to the employee's anniversary date the balance of the employee's compensatory time account if any. Employees are required to reduce their compensatory time to zero each year at the end of the calendar year.~~ When extenuating circumstances exist, employees will be given a thirty (30) day extension from ~~their anniversary date the end of the calendar year~~ to reduce their compensatory time to zero. Any further extension will be of a duration mutually agreed to between the employee and the Human Resources Director.

Minimum Call-In Time. A call-in is defined as any time an employee is required to work outside his/her normal work shift schedule. However, a call-in does not include the following:

1. An extension of the normal work shift by one hour on the front or any extension on the back of such shift (exclusive of reporting time).
2. Disciplinary procedures where the officer is not vindicated through the grievance procedure.
3. Certain training time as provided below.

Employees will be compensated for a minimum of three (3) hours for any call-in time worked on a scheduled work day. Employees will be compensated for a minimum of five (5) hours for any call-in time on a day off or scheduled vacation day. This call-in time shall be compensated at the normal rate of pay. Call-in time shall not be pyramided with overtime (effective upon ratification by the Brown County Board, December 17, 1997).

~~Court Appearance and Cancellations. If an employee is scheduled to appear in court on a normally scheduled day outside the employee's normally scheduled hours, such employee shall receive a minimum of four (4) hours pay at his/her normal rate of pay. An employee shall be compensated five (5) hours of pay at his/her normal rate of pay when a scheduled court appearance call in on a day off or scheduled vacation has been canceled.~~

~~An employee who is scheduled for court is required to call the shift supervisor after 6:00 p.m. on the day prior to the scheduled court appearance. In the event that a cancellation has not been confirmed at this time, the employee shall be entitled to the normal pay such employee was to receive as if the court appearance had not been canceled.~~

~~In the event that an employee has been scheduled for two court appearances on any single day, one in the morning and one in the afternoon, and the court case scheduled in the afternoon is canceled on the morning thereof, the employee, if he/she appeared for the morning case, he/she shall receive 40 minutes compensation at his/her time and one half (1 1/2) rate of pay.~~

Article 13. DISTRIBUTION AND CALCULATION

~~It is agreed that overtime, to be legitimately allocated, must be authorized by direction of the Sheriff or his designated representative for employees under his respective jurisdictions. The Sheriff will post a written statement indicating who the designated representatives are who may authorize overtime.~~

Article 14. 12. TRAINING TIME

~~Unless otherwise herein provided, The following will shall be the procedure for compensating the employees for periods of training: time.~~

1. During Normal Hours. Employees required to attend training sessions during the normally scheduled hours shall be compensated at the employees' regular rate of pay for such hours scheduled.
2. Voluntary Training. Employees attending pre-approved training on a voluntary basis on an employee's off hours shall be entitled to compensatory time off or pay calculated at a straight time rate. ~~In order~~ To qualify for compensatory time off ~~however,~~ the employees must first receive prior approval of the Sheriff or his designee.
3. Involuntary Training. ~~Except as otherwise provided in this paragraph,~~ When an employee is required to attend training by the employer during off hours, such employee shall be compensated at one and one-half (1 1/2) times his normal rate of pay for attending such schools. This paragraph will not apply to the first twenty-four (24) hours of training scheduled during off hours each year for training required to maintain law enforcement certification (including, without limitation by enumeration, firearms training). Notwithstanding the provisions of Articles 15 and 16 or any other provisions of this agreement, ~~such the~~ first twenty-four (24) hours will be paid at straight time subject only to the requirements of the Fair Labor Standards Act. ~~effective December 31, 1997. An employee who is entitled to pay hereunder shall, at his/her option, request that such pay be taken as compensatory time and when such a request is made, compensatory time shall be granted at~~

~~the same rate as would have been available to the employee had said employee taken the compensation as pay.~~

4. Changing Hours for the Purpose of Training. Under the limited conditions set forth below, The employer shall have the right to change an employee's normally scheduled hours for the purpose of training. In the event that the employer changes an employee's normally scheduled hours to accommodate training, the employee shall be paid straight time for such training.

~~The employer may, for the purposes of training, change an employee's normally scheduled work hours if the following conditions are met:~~

- ~~a) That the training time scheduled occurs between 7:00 a.m. and 5:00 p.m. excluding travel time.~~
- ~~b) That the employee is notified of the change in hours for training purposes prior to his/her last day of work of the work cycle immediately before the work cycle in which the training time occurs. However, in no event shall such notice be given after 3:00 p.m. on the Friday immediately prior to the week the training is scheduled.~~
- ~~c) That the employee is not required to work a shift which ends less than six (6) hours prior to the training time, nor is the employee required to work a shift which commences less than six (6) hours after the end of the scheduled training time.~~
- ~~d) That the scheduled training session be for a period of not less than two (2) hours.~~

~~Under the above circumstances, the employer may change an employee's normally scheduled hours to allow an employee to attend training. Under these circumstances, the employer will be required to pay the employee straight time.~~

Article 15. DISTRICT ATTORNEY CONFERENCE

~~Employees shall be compensated for a minimum of one hour and twenty minutes for any call in time from regular off duty time relating to conferences with the District Attorney in preparation of cases. This call in time shall be compensated at one and one half (1 1/2) employee's normal rate of pay.~~

Article 16. WEAPONS TRAINING

~~Employees will be compensated a minimum of three (3) hours for weapons training if scheduled outside of one (1) hour before or after an employee's scheduled work day.~~

Article 17. FIVE AND TWO PERSONNEL

~~At present the five day on two day off shift works on a yearly basis 2,080 hours.~~

Article 18. RANKED OFFICER PAY

~~Ranked officers, called into service, or when in service, work beyond their regular scheduled hours, and when such work is not in the status of rank held, shall be entitled to overtime pay calculated on the basis of permanent sergeant's pay.~~

Article 19. STAND-BY AND ALERT DUTY

Brown County Sheriff's Department employees, off-duty but not on vacation, when placed on ALERT status, shall notify the department as to where they can be located in a reasonable length of time. If an employee is specifically placed on STAND-BY he shall be advised of the period of time of such STAND-BY notice. If definite time limits cannot be established, or circumstances alter the time period, the employee shall be notified as soon as possible through established call-up procedures.

Article 20. PAY PERIOD

All salaried personnel shall be paid bi-weekly. Pay day shall be the Friday following the end of the pay period. Effective the first pay period April, 2007, employees shall receive all compensation through direct deposit.

Article 21. SALARIES

(Moved to Article 10)

Article 22. ADDITIONS TO BASE PAY

Polygraph Operator and Court Officer shall receive \$30.00 per month in addition to base pay.

Article 23. TOP GRADE STEP PROGRAM

The first step or probationary period as enumerated in the 1975 contract for Lieutenants is hereby abandoned and abolished. Lieutenants and Captains will go to the top pay on the promotion date as listed herein.

Article 24. SHIFT PAY DIFFERENTIAL

(Combined with Article 10. Salaries)

Article 25. 13. UNIFORM ALLOWANCE

Each employee of the Brown County Sheriff's Department shall have an account to be known as "clothing allowance". They are allowed to draw four hundred eighty dollars (\$480.00). Effective the first pay period, which includes January 1, 1998, The accounts are accumulative to three hundred fifty dollars (\$350.00) but cannot be carried over into the last year of employment. During the first and last year of employment, the clothing allowance is prorated on a monthly basis. The Sheriff shall have discretion as to types of clothing to be purchased by employees of the Department.

A new employee shall be issued an initial clothing allowance for uniforms in the amount of three hundred dollars (\$300.00) in addition to the annual amount on a prorata basis. New employees and current employees shall be required to provide receipts to the Brown County Sheriff's Department for all clothing purchased, regardless of whether the initial clothing allowance or the annual clothing allowance is being used.

New employees terminating during their probationary period are required to turn in to the Department all uniform items purchased with uniform allowance monies or to receive a payroll deduction equal to the amount of uniform allowance drawn at the Department's option.

Article 26. LONGEVITY

Employees under the 66.90 retirement plan shall receive in addition to base pay the following:

- _____ \$.06 per hour at the start of the 8th year;
- _____ \$.12 per hour at the start of the 12th year;
- _____ \$.18 per hour at the start of the 16th year.

Article 27. EDUCATION CREDITS

The County will work with any employee voluntarily desiring to further his or her education by participation in a police oriented development program. The following conditions shall apply.

~~27.1 Definitions~~

- _____ 1. Eligibility ~~an active regular fulltime employee who has successfully completed his/her initial probationary period with the County.~~
- _____ 2. Approved Course Work ~~Courses meeting one of the following criteria:~~
 - _____ A. ~~Courses which are directly related to the employee's current job and would improve their skills on the job.~~
 - _____ B. ~~Courses which prepare an employee for promotion to an existing position with the department for which an inadequate number of current qualified candidates are not available.~~
- _____ 3. Tuition Aid Request Form ~~Form that employee is required to complete for approval in this course.~~

- _____ 27.2 Policy ~~The County may reimburse up to five (5) employees a maximum of \$500 per calendar year upon satisfactory completion of an approved course. Reimbursement will be made when the employee receives at least a grade of "C" or if the course is ungraded, satisfactory evidence of completion.~~

- _____ ~~The cost covered under this program includes tuition, books, materials, lab fees, matriculation, and any other miscellaneous fees incurred in the process of taking this course. Employees eligible for other forms of educational assistance, (e.g. veterans education programs, federal government reimbursement, scholarships) must first exhaust that financial aid before applying for the benefits under the Tuition Aid Program.~~

- _____ ~~Employees must complete a Tuition Aid Request Form and return it to their supervisor before the close of registration for the course. The request must be approved by the employee's supervisor and the Sheriff for final authorization. The Sheriff's decision may be appealed to the Brown County TAP Committee. All applications, whether approved or not by the Sheriff and/or the employee's immediate supervisor, will be forwarded to the Brown County TAP Committee. After authorization is given, the employee should register and pay the appropriate costs for tuition and fees. When the course is completed, the copy of the grade report along with the receipts for tuition and fees paid must be submitted to the Human Resources Department for processing and refund. This must be done by the employee within 30 days of notification of satisfactory completion of the courses.~~

27.3 Stipulations

- ~~1. All courses must be taken during times other than the employees work hours unless vacation, compensatory time, personal days or holiday time is used and the Sheriff's approval is given. The employee agrees that the hours spent attending a course, travelling to and from course attendance, or doing related course work are not work hours and therefore, are noncompensable hours.~~
 - ~~2. The employee will be reimbursed in a lump sum. However, should the employee terminate employment with Brown County within 2 years of course completion, the reimbursement will be considered to be prorated over a 24 month period from the date of course completion and the remainder will be withheld from the employee's last pay check. If an employee terminates due to a duty disability, this portion of this provision will not be applied.~~
 - ~~3. Reimbursement will not be made to an employee who was discharged or voluntarily terminates employment with the County before completion of a course.~~
 - ~~4. Reimbursement will not be made to an employee who withdraws from a course due to personal reasons.~~
 - ~~5. Reimbursement will only be made if funds have been budgeted for and are remaining in the department's budget.~~
- ~~27.4 The County shall reimburse an officer up to \$85.00 per credit upon successful completion of approved police science courses, approved correction courses and public management courses. Effective January 1, 2008, the County shall reimburse an officer up to \$85.00 per credit upon successful completion of approved police science courses and approved correction courses. Courses must be pre approved by the Sheriff or his/her designee prior to an officer taking the course. Employees must obtain a "C" grade to be reimbursed.~~

Article 28. 14. HOLIDAYS

I. Definitions

- A. Base pay is defined as that pay received by an employee of the Brown County Sheriff's Department as outlined in Article 24 ~~10~~, Salaries, of the labor agreement.
- B. Holiday pay is defined as that pay or compensatory time off received by every member of the Brown County Sheriff's Department Supervisory Labor Association regardless of whether or not the employee works the holiday.
- C. Holiday is defined as a day marked by a general suspension of work in commemoration of an event and does include the following days:

New Year's Day
President's Day
Easter
Memorial Day
Independence Day

Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

- D. Premium pay is defined as that pay or compensatory time off received by every officer of the Brown County Sheriff's Department Supervisory Labor Association who is regularly scheduled to work exclusive of sick leave and works a shift or a portion of a shift (includes worker's compensation, vacation, or compensatory time) is to be compensated at a rate of one (1) hour of pay or compensatory time off for each hour of work for 5-2 personnel.
- E. Overtime pay is defined as that pay or compensatory time computed at one and one-half (1 ½) times the hourly rate for all hours worked.

II. Application:

- A. Regularly scheduled to work (8 hours) (5-2 personnel)
 - 1) Base pay (compensated up front)
 - 2) Holiday pay (compensated up front)
 - 3) Premium pay
- B. Regularly scheduled to work (more than 8 hours) (5-2 personnel)
 - 1) Base pay (compensated up front)
 - 2) Holiday pay (compensated up front)
 - 3) Premium pay
 - 4) Overtime pay
- C. Not regularly scheduled to work (8 hours) (5-2 personnel)
 - 1) Holiday pay (compensated up front)
 - 2) Premium pay
 - 3) Overtime pay
- D. Not regularly scheduled to work (more than 8 hours) (5-2 personnel)
 - 1) Holiday pay (compensated up front)
 - 2) Premium pay
 - 3) Overtime pay

Article 29. 15. PERSONAL DAYS

Employees who work Monday through Friday schedules, twenty-four (24) hours personal time shall also be observed as a holiday, to be taken as mutually agreed upon between the employee and supervisor. In addition, the day after Thanksgiving will be observed as a personal day with pay. For employees who follow a seven (7) day schedule, thirty-two (32) hours of personal time shall be observed as holidays, subject to prior approval by supervisor.

~~All employees will receive three (3) personal days to be taken with prior approval of the Department. Personal days for all officers shall be prorated in their final year of employment with Brown County.~~

Article 30. 16. VACATIONS

(1) All employees shall earn vacation as follows:

After six months of service forty (40) hours
After the first year of service eighty-eight (88) hours
After the third year of service ninety-six (96) hours
After the fourth year of service one hundred four (104) hours
After the fifth year of service one hundred twenty (120) hours
After the ninth year of service one hundred forty-four (144) hours
After the tenth year of service one hundred sixty (160) hours
After the sixteenth year of service two hundred (200) hours

(2) Any employee who terminates his/her employment or has his/her employment terminated for any reason, shall be compensated for all earned vacation time worked as of the date of termination. The employee shall reimburse the County for any vacation time taken but not earned at the time of his/her termination.

(3) Employees must submit their vacation requests in advance and with as much notice as possible, so that supervisors can review the requests and make appropriate decisions based on the operational needs. In establishing regular schedules, supervisors shall give due consideration to the desires of individual employees within limits of work requirements of the division. Appointing authorities may amend vacation schedules to meet work emergencies or to grant requests of individual employees. If two or more employees request to take vacation during the same period and the matter cannot be resolved by agreement of the parties concerned, the employee with the most Unit seniority with the County shall be granted vacation time.

(4) No employee shall be permitted to accept vacation pay in lieu of vacation.

(5) An employee hired prior to January 1, 1982, cannot carry more than thirty (30) days of vacation at the end of the calendar year. Employees hired after January 1, 1982, cannot carry more than ten (10) days of vacation at the end of the calendar year.

~~Vacations shall be computed on January 1st of each year based upon the length of service involved. Employees with less than a full year of service at the time of computation shall have their vacation prorated with respect to the amount of time of service as of January 1st.~~

Less than one full year of service:	Prorated on 6 days per year
1-6 years of service:	12 working days
7-12 years of service:	18 working days
13-14 years of service:	24 working days
15-16 years of service:	25 working days
17 years of service:	26 working days
18 years of service:	27 working days
19 years of service:	28 working days

~~The days listed are the actual number of days to be taken off during the year of service indicated. Vacation days for all officers shall be prorated in their final year of employment with Brown County.~~

~~5-2 personnel shall be allowed a maximum of ten (10) vacation days during the period from Memorial Day through September 15th of each year on the first round of vacation selection. Vacation selection during the first round~~

shall be selected only in multiples of three (3) days; these three days to coincide with either groups one, two or three. Vacations shall be selected by department seniority.

Article 31. ACCUMULATION OF VACATION (Carry over addressed in Article 16.)

Vacation accumulation with pay shall, on December 31 of each year, not exceed thirty (30) days. Employees hired prior to January 1, 1982, will be allowed to carry over up to thirty (30) days of vacation at the end of the calendar year. Employees hired after January 1, 1982, will be allowed to carry over ten (10) days of vacation at the end of the calendar year. The taking of one half (1/2) day vacation is permitted at the discretion of the department head. In the event of death of an employee, the employee's survivors shall be paid the dollar equivalent for all accumulated and unused vacation.

Article 32. VACATION PAY USED FOR SICKNESS

Absence on account of sickness, injury or disability in excess of that hereinafter authorized for such purposes may, at the request of the employee, be charged against vacation leave allowance.

Article 33. HEALTH AND DENTAL INSURANCE 17. INSURANCE

(1) Health Insurance. The County will offer a group health insurance program for regular full-time and qualifying regular part-time employees. The employee and employer contributions toward the premiums of such plan together with the amount of deductible and the design of such plan shall be determined by the County on an annual basis.

(2) Dental Insurance. The County will offer a group dental insurance program for regular full-time and qualifying regular part-time employees. The employee and employer contributions toward the premiums of such plan together with the amount of deductible and the design of such plan shall be determined by the County on an annual basis.

(3) Life Insurance. The County will offer a group life insurance program for regular full-time and qualifying regular part-time employees. The employee and employer contributions toward the premiums of such plan together with the design of such plan shall be determined by the County on an annual basis.

(4) Insurance Continuation. Employees who retire or receive disability benefits under the Wisconsin Retirement System, or those employees who become covered by social security for disability, or those who remain on the County long-term disability program, may continue to be covered at their own expense under the County's group hospital, dental and life insurance plans at the group rate until age sixty-five (65) by paying the appropriate premium amounts to the County.

Coverage shall be as outlined in the final document.

Insurance Deductibles:

The County agrees to continue to make available to the employees, a group insurance program. Such plan shall retain the terms and conditions in effect as of the date of the signing of this Agreement and benefits shall be improved as negotiated by the County and Association. New employees will be eligible for insurance coverage the first of the month following 30 days of employment.

PPO Plan

Premium:

Effective May 1, 2010, the employee shall pay ten percent (10%) of the single or family premium per month for the PPO Plan. The County shall pay ninety percent (90%) of the single or family premium for the PPO Plan. Note: (The January premium will be deducted in December).

Effective January 1, 2011, the employee shall pay twelve percent (12%) of the single or family premium per month for the PPO Plan. The County shall pay eighty-eight percent (88%) of the single or family premium for the PPO Plan.

Deductible:

	<u>Single</u>	<u>Family</u>	
In Network:	\$250	\$ 750	Effective July 1, 2010
Out of Network:	\$550	\$1,650	Effective July 1, 2010

Co-insurance:

In Network	90%
Out of Network	60%

Out of pocket maximum:

	<u>Single</u>	<u>Family</u>	
In Network	\$ 750	\$2,250	Effective July 1, 2010
Out of Network	\$1,650	\$4,950	Effective July 1, 2010

Office Visits:

In Network	\$25 Co pay then 100%	Effective July 1, 2010
Out of Network	Deductible then 60%	Effective July 1, 2010

Routine/Preventive Care:

In Network	Covered at 100%	Effective July 1, 2010
Out of Network	Deductible then 60%	Effective July 1, 2010

Prescription Drugs A 3-tier formulary will be followed for all prescriptions.

In Network	Generic	20% employee co-pay
	Brand	25% employee co-pay plus cost difference
	Non-preferred	35% employee co-pay plus cost difference
	\$1,000 annual out-of-pocket maximum	
Out of Network	Deductible then 60%	

Hospital Services:

In Network	Deductible then 90%	Effective July 1, 2010
Out of Network	Deductible then 60%	Effective July 1, 2010

Retail Clinic: \$10 co-pay, then 100% Effective July 1, 2010

Effective July 1, 2010:

Separate Chiro Deductible	\$100 deductible then 80%
Durable Medical Equipment	Deductible then 90% / 60%
Occ., Speech, Physical Therapy	Deductible then 90% / 60%
Emergency Room Sickness	Deductible then 90% / 60%
Out patient Ancillary Services	Deductible then 90% / 60%
Nervous and Mental Benefits	Deductible then 90% / 60%
Ambulance	Deductible then 95%

High Deductible Plan

For the calendar year 2010, the High Deductible Plan would be offered to members after a 30 day open enrollment period. It is the intention of the County to prorate the deductible and the funding of the HRA depending on the start date. (Ex. High Deductible Plan starts on July 1 then the deductible would be Single \$750 and Family \$1500; the HRA funding would be Single \$750 [less the prorated PPO Single deductible of \$125] and Family \$1500 [less the prorated PPO Family deductible of \$375] on July 1).

HRA/HSA/VEBA would be funded on January 1 each year at the following levels:

100% for year 2010
90% for year 2011

The HRA would be converted to an HSA or VEBA Account beginning on or before December 31, 2011 and all funds that are in the HRA at that time will be converted to the HSA/VEBA. The HSA or VEBA would be negotiated with the bargaining unit.

Premium:

Effective May 1, 2010, the employee shall pay ten percent (10%) of the single or family premium per month for the High Deductible Plan. The County shall pay ninety percent (90%) of the single or family premium for the High Deductible Plan.

Effective January 1, 2011, the employee shall pay twelve percent (12%) of the single or family premium per month for the High Deductible Plan. The County shall pay eighty-eight percent (88%) of the single or family premium for the High Deductible Plan.

Deductible:

	Single	Family	
In Network:	\$1,500	\$3,000	Effective July 1, 2010
Out of Network:	\$3,000	\$6,000	Effective July 1, 2010

— Co-insurance:

In Network	100%
Out of Network	70%

— Out of pocket maximum:

	Single	Family	
In Network	\$1,500	\$ 3,000	Effective July 1, 2010
Out of Network	\$6,000	\$12,000	Effective July 1, 2010

— Office Visits:

In Network	\$25 Co-pay then 100%	Effective July 1, 2010
Out of Network	Deductible then 70%	Effective July 1, 2010

Routine/Preventive Care:

In Network	Covered at 100%	Effective July 1, 2010
Out of Network	Deductible then Co-insurance	Effective July 1, 2010

— Prescription Drugs: A 3-tier formulary will be followed for all prescriptions:

In Network	Generic	20% employee co-pay
	Brand	25% employee co-pay plus cost difference
	Non-preferred	35% employee co-pay plus cost difference
	\$1,000 annual out of pocket maximum	
Out of Network	Deductible then 70%	

— Hospital Services:

In Network	Deductible then 100%	Effective July 1, 2010
Out of Network	Deductible then 70%	Effective July 1, 2010

Retail Clinic:	\$10 co-pay, then 100%	Effective July 1, 2010
----------------	------------------------	------------------------

— Effective July 1, 2010:

Chiropractor	No separate deductible, 100% / 70%
Durable Medical Equipment	Deductible then 100% / 70%
Occ., Speech, Physical Therapy	Deductible then 100% / 70%
Emergency Room Sickness	Deductible then 100% / 70%
Out patient Ancillary Services	Deductible then 100% / 70%
Nervous and Mental Benefits	Deductible then 100% / 70%
Ambulance	Deductible then 100% / 70%

There shall be no guarantee that the provider networks will remain the same or will be continued during or after the term of this agreement. Notice will be required prior to discontinuance of any provider networks in sufficient time to allow employees to opt into another plan at the time of the change or annually during the open enrollment period before the change is implemented. If the county continues to offer this plan after the expiration of this contract, the County agrees that coverage will be negotiable. Individual providers will not be guaranteed.

~~Maximum allowable fee and Usual and Customary fee are intended to be synonymous terms.~~

~~Medically necessary disputes will upon appeal ultimately be determined by a third party qualified caregiver. The third party administrator of the employer's health plan will determine claims paid based on the plan document. Decisions to not pay claims other than those determined to be medically necessary may be overturned by the County Risk Manager at his/her discretion.~~

~~(There is no intent with the foregoing language to add or remove any rights or obligations of the parties, only to clarify practice).~~

~~If an employee is laid off, the County shall pay its share of the insurance premium for any premiums due for the month following the month for which the layoff occurred.~~

~~Retired personnel are to remain in the plan, if they so desire, to age 65, provided they pay the entire costs of all premiums, except as may be otherwise specifically provided for in this Agreement.~~

Dental

~~The employee shall pay seven and one-half percent (7.5%) of the single or family premium per month for the Dental Plan. The County shall pay ninety-two and one-half percent (92.5%) of the single or family premium for the Dental Plan.~~

~~Effective January 1, 2011, the dental annual maximum is \$1,250.~~

Article 34. DEATH AND DISMEMBERMENT INSURANCE

~~The County agrees to make available Wisconsin Public Employers Group Life Insurance Plan for each regular employee. Coverage shall be at the employee's annual earnings rounded to the next \$1,000 and shall be provided at no cost to the employee.~~

~~Employees may purchase additional life insurance coverage at the full cost of such coverage up to five times the employee's annual earnings. Dependent coverage will also be available as provided in the plan at the employee's cost.~~

~~Retirees retiring after the effective date of the plan will be eligible to participate in the plan at their own cost subject to the exclusion and rules of the plan.~~

~~All rules and exclusions of the Wisconsin Employers Group Life Insurance Plan will be applicable to the participating employees.~~

~~(The new policy will go into effect on October 1, 2001, or as soon after as the County can comply with plan requirements and otherwise prepare to administer the plan)~~

Article 35. RETIREMENT CONTRIBUTION (Moved to Article 22 of new contract)

~~Effective the first pay period which includes December 27, 2009, the County will pay up to two hundred two dollars (\$202.00) per pay period toward the individual's contribution rate to retirement for all officers of the Sheriff's Department after one year of service.~~

~~Effective the first pay period which includes September 19, 2010, the County will pay up to two hundred three dollars (\$203.00) per pay period toward the individual's contribution rate to retirement for all officers of the Sheriff's Department after one year of service.~~

~~Effective the first pay period which includes December 26, 2010, the County will pay up to two hundred seven dollars (\$207.00) per pay period toward the individual's contribution rate to retirement for all officers of the Sheriff's Department after one year of service.~~

~~Effective the first pay period which includes September 18, 2011, the County will pay up to two hundred eight dollars (\$208.00) per pay period toward the individual's contribution rate to retirement for all officers of the Sheriff's Department after one year of service.~~

Article 36. 18. CASUAL DAYS

~~(1) After six (6) months of employment to provide first day coverage for sickness, each employee shall receive forty (40) hours [thirty-seven and one-half (37.5) hours for employees on a thirty-seven and one-half (37.5) hour work week] casual time each January 1. To provide first day coverage for sickness, each employee will receive five (5) casual days each January 1. Casual days may also be used for personal time off with actual days off being subject to mutual agreement between the employee and the employer. Casual days will not be withheld for arbitrary or capricious reasons except during the last two (2) weeks of employment when only a two (2) week notice is given. At the end of each calendar year employees shall be paid at their existing rate of pay for any casual days not used during the year, to a maximum of five (5) days (payment shall be made automatically prior to the following January 31).~~

~~(2) Casual day credit is earned on a monthly basis; however, for scheduling purposes, casual days earned during the calendar year are credited to the employee's casual account at the beginning of each calendar year. Any employee who terminates his/her employment or has his/her employment terminated for any reason, shall be compensated for all earned casual time worked as of the date of termination. The employee shall reimburse the County for any casual time taken but not earned at the time of his/her termination.~~

~~Employees hired before July 1 will earn prorated casual days at a rate of one half (1/2) day for each full month worked up to six (6) months for a total of three (3) days and then shall receive one half (1/2) day per month for each full month remaining in the calendar year up to a maximum of two (2) additional full days. Employees hired after July 1 will not earn casual days during the initial calendar year in which they were employed. However, upon~~

~~successful completion of six (6) months of employment, the employee shall receive five (5) casual days for the calendar year following the year of their hire.~~

~~Newly hired employees who terminate before the end of the calendar year in which they are hired or during probationary period, shall not receive any compensation for unused or accrued casual days. An employee who terminates employment on or before June 30 of any calendar year, shall receive payment for only one half (1/2) of their accrued but unused casual days for that year. An employee who terminates employment on or following July 1 of any calendar year shall receive payment for any unused casual days.~~

(3) Casual days may be taken in not less than fifteen (15) minute increments for purposes of required dental and medical care. Doctor and dentist appointments should be limited to a reasonable number of hours from work.

(4) Casual days and banked sick leave may be used by an employee who is injured on the job to supplement his/her disability benefits in an amount which will equal regular pay.

(5) Employees may use banked sick days while casual days are available.

Article 37.19. SHORT TERM DISABILITY LEAVE

(1) Employees who have completed six (6) months 180 calendar days of service shall be eligible for disability leave pay as follows:

(a) On the job accidents or injuries of the employee - first day coverage at 75% of regular pay for the duration of short term disability, up to a maximum of 180 days. The employee is responsible for applying for long term disability coverage. (Doctor Certificate required)

(b) Sickness or an off the job accident or injury of the employee - coverage after three (3) work days at 75% of regular pay until the start of long term disability coverage.

(2) Eligible part-time employees shall receive disability leave benefits on a prorata hourly basis based on scheduled work hours.

All claims for disability benefits must be submitted to the County Human Resources Department. Claims arising out of sickness or an off the job accident or injury must be submitted within four (4) work days of the initial absence. Claims must include a statement indicating the day the employee first became disabled, the nature of the disability, and the employee's anticipated date of return. The Human Resources Department, within its discretion, may request from the employee's physician a written certificate indicating the first day of disability, the reason for the employee's disability, and the anticipated length of such disability in the event the employee is absent for a period of more than three (3) work days. The employer agrees to waive the foregoing requirement under extraordinary circumstances (e.g. hospitalization). Upon returning to work from disability, employees will fill out any required forms, furnished by the employer, for proper recording of disability leave.

In order to qualify for disability benefits, an employee must report to the immediate Supervisor or other management designated employee at least one (1) hour prior to the employee's normal start time, except in the case of an emergency. All illness or injury must be reported every day unless the definite absence time is reported on the first day of occurrence. It is understood by both parties that employees are expected to notify the employer at

the earliest practicable time but no less than one (1) hour prior to the employee's normal start time, if they should be absent from work due to sickness or emergency.

Employees absent for sickness in excess of three (3) consecutive work days who return to work but return to sickness leave status again within five (5) work days will immediately return to 75% of regular pay without any waiting period. Employees shall be eligible for an additional 26 weeks of coverage in the event the subsequent absence is for purposes unrelated to the initial absence.

~~An employee shall be eligible to use accrued disability benefits with pay for a period of absence from employment which is due to his/her personal injury or illness or in his/her immediate family or required dental care. Immediate family is defined as an employee's child, spouse or parent as those terms are defined under section 103.10 Wis. Stats. Employees have the duty to attempt to make other arrangements within a reasonable period of time (defined as up to two calendar weeks) for the attendance of immediate family in their care or to be with an immediate family member who is ill. In the case of pregnancy, a written physician's certificate stating the date the employee is no longer medically able to work due to pregnancy will be required to initiate disability benefits. The employee shall make herself available for return to work six (6) weeks from delivery and/or such time that the physician documents that the individual is medically able to return to duty. A written physician's certificate stating the employee is medically able to return to work will terminate the disability benefits with pay.~~

~~Each employee claiming disability benefits is subject to check to verify the alleged sickness by a County representative as may be directed by the Human Resources Director or designee.~~

~~Employees will continue to receive health and welfare benefits while on disability leave at the level commensurate with their employment status prior to the disability leave. Employees will continue to accrue vacation benefits and receive holiday pay at the level commensurate with their employment status prior to the disability leave until the employee goes to the long term disability plan.~~

~~An employee shall endorse and turn over to the County all payments made to the employee for temporary disability under the Wisconsin Workers Compensation Act. Nothing in this contract will disallow any employee any benefits under the Workers Compensation Act.~~

~~Employees may use banked sick days to supplement the above coverage and such days may be used while casual days are available.~~

Article 38. 20. LONG TERM DISABILITY

~~Brown County's long-term disability (LTD) plan provides for eligible employees, employees who work ten or more hours per week, (excluding seasonal, limited term employees, temporary and summer) to receive 2/3 pay after 180 days of disability to age 65 with offsets for Social Security disability benefits, Wisconsin Retirement System disability benefits and Workers Compensation benefits. Part-time employees who work at least 50% of full time hours are eligible for long-term disability on a prorated hourly basis, based on scheduled work hours.~~

- ~~1. Qualified employees who have been disabled for a period of 180 days in a rolling 12 month period will no longer be eligible for short term disability for that same or a related injury but may qualify for long term disability provided they apply for such benefit within 30 days of the exhaustion of the 180 day elimination period. The employee may use banked sick leave, after utilizing all casual days for that year, to supplement the long term disability benefit.~~

~~(1) LTD begins after 180 days of disability; however, the offsetting benefits must be requested by the disabled employee within 30 days of beginning LTD.~~

~~(2) The Wisconsin Retirement System requires that the employer certify that all earnings, including service and pay for vacation and sick leave, have been paid and that the employee is on a leave-of-absence and not expected to return to work or has been terminated because of a disability. Therefore, once it has been determined on the basis of a report from the employee's doctor that the employee is not reasonably expected to return to work, the employee will be terminated from the payroll and paid all appropriate accrued benefits. If the employee is~~

expected to be able to return to work, the employee will be granted a leave-of-absence up to two years, but not to exceed his/her length of service with the County.

(3) When the employee is able to return to work after being on LTD, the employee will be reinstated to an available position for which he/she is qualified. Such determination will be made by the employer on a case-by-case basis. While on LTD, the employee will continue to accrue seniority for job posting purposes only. Seniority for other purposes will be frozen at the beginning of the LTD leave and shall begin accruing upon the employee's return to work.

Article 39. ~~21~~ BANKED SICK LEAVE

All employees will have their individual sick leave accumulation as of December 13, 1993 (the ratification date of the 1993-1994 Agreement), up to the maximum of 135 days "banked" in a sick leave accumulation account which may be used by the employee to supplement any 75% of regular pay benefit received for a disability. Banked sick leave may be used to make the employee whole for base pay earnings. However, no additional sick leave benefits will accrue in the banked account unless they are vacation days earned but unused during the final three (3) years of their employment with Brown County. All sick leave shall be subject to administration by the department heads. In the event of the death of an employee said employees' beneficiary will receive a payout equal to the sick leave balance in their account. The maximum payout for the death of an employee is 135 days.

All employees reaching normal retirement or disability shall be eligible to continue in the County's health insurance group plan until the age of sixty-five (65). The County shall pay all of the monthly premium payable, provided that the total amount expended for such insurance for each retired employee shall be limited to an amount equal to the value of any accumulated and unused sick pay not to exceed 135 days, effective January 1, 1988, standing to the credit of that employee as of that employee's date of retirement.

After the amount expended for any employees reaching the limit for such employee, the monthly premiums shall thereafter be paid by the employee.

1. In the event that an employee, eligible under the sick leave provision and eligible for retirement under the provision of the Wisconsin Retirement System dies prior to retirement, the survivor of said employee shall be entitled to 100% of the accumulated sick leave conversion as indicated above. In the event that an employee dies after retirement, the survivor of said employee shall be entitled to continue drawing on such fund as long as the surviving spouse does not remarry or the children of the deceased employee are not dependent as determined by the dependency rules of the Internal Revenue Code.
2. Dependent children, in accordance with regular County policy, will be eligible to apply the escrowed amount for health insurance premium payment purposes upon the death of the surviving spouse. Remarriage of the surviving spouse will not terminate the eligibility of dependent children for this benefit.
3. Any funds remaining in the escrow account after death of the retiree, death or remarriage of the surviving spouse, or death or ineligibility of dependent children shall revert back to the County.
4. This health insurance premium payment program for protective employees is mandatory for all covered employees upon retirement and supersedes all previous sick leave payment programs upon retirement sponsored by Brown County.

5. If death of a covered protective service employee occurs before eligibility for retirement, 100% of the existing payment of accumulated sick leave will apply to the estate of the deceased employee for purposes of payment of health insurance premiums in accordance with above policy.

Article 22. RETIREMENT CONTRIBUTION

The County will pay up to Two hundred eight dollars (\$208.00) per pay period toward the individual's contribution rate to retirement for all officers of the Sheriff's Department after one (1) year of service.

Article 40. DUTY INCURRED DISABILITY PAY

An employee injured in the line of duty shall receive full pay while disabled for a period of one hundred eighty (180) calendar days which may be extended by the Employer. Any compensation checks received from the County's insurance company shall be turned over to the County while the employee is on full pay status. The employee shall obtain a medical certificate to certify his disability and shall obtain medical permission to return to duty. Sick leave shall not be charged during the one hundred eighty (180) days or extended period.

Article 41. LEAVE OF ABSENCE/FUNERAL LEAVE

Employees shall have a five (5) working day leave of absence with pay in the event of the death of a member of their immediate family. Immediate family is defined as husband, wife, children, parents, brothers, sisters, mother-in-law, father-in-law, stepparents, stepchildren or guardian. A three (3) day leave of absence with pay shall be granted in the event of the death of grandchildren or grandparents, brother-in-law, sister-in-law, son-in-law, daughter-in-law, of the employee or his spouse. Said three working day leave of absence shall be given and allowed from the date of the death through the immediate and subsequent six days following said date of death. The purpose of allowing the three working day leave of absence to extend from the date of death through the next six days is to provide for the contingency that the employee may be on his day or days off during the time that death occurs. This provision is subject to the approval of the division commander and the employee should be in a position to verify and show to the department head the immediate presence of a bereavement need. Consideration shall be given by the department heads for a one (1) day leave of absence with pay in the event the employee acts as a pallbearer. As it pertains to this article, the definition of a work day is synonymous with the employees regularly scheduled day.

The Employer, upon recommendation of the Sheriff may grant leaves of absence with or without pay in excess of the limitations above for the purposes of attending extended courses of training at a recognized college or university and for other purposes that are deemed beneficial to the County.

Article 23. LEAVE OF ABSENCE

(1) **Policy.** The Human Resources Manager may grant a regular employee leave without pay for a period not to exceed six (6) months. A leave of absence (LOA) is defined as an unpaid approved absence from work for a specified period of time for medical, parental, military or personal reasons. If an employee finds that he she must be out of work for more than three (3) days, he or she should contact the Human Resources Department to determine if a LOA may be necessary.

(2) **Eligibility.** (a) All regular employees employed by Brown County may be eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved. Leave without pay shall be granted only when it is in the best interests of the County to do so. The interests of the employee shall be considered when he/she has shown by

his/her record to be of more than average value to the County and when it is desirable to return the employee to service even at some sacrifice. Requests for leave of absence shall be approved prior to the taking of such leave. When such leave is requested as an extension of sick leave, an acceptable physician's certificate shall be included.

(b) Requests for unpaid personal leave may be denied or granted by Brown County for any reason or no reason and are within the sole discretion of the County. Approvals of the immediate supervisor, department director and the Human Resources Department are required.

(3) Unauthorized Absence. It is recognized that there may be extenuating circumstances for unauthorized absence, and due consideration shall be given each case. However, an employee who is absent from duty without approval may be considered as having abandoned his/her position, depending on the circumstances.

Article 24. FUNERAL LEAVE

(1) Whenever a death occurs to a member of the immediate family of an employee, the County shall compensate the employee for any time lost from work during the next five (5) work days. The five (5) work days must be taken within the period starting with the date of death and one of the days must be used to attend the funeral. Should such death occur during the employee's vacation or use of other paid time off, he/she shall receive the additional time off with pay at another time mutually agreed upon by the employee and department. Should the funeral or internment occur at a delayed date (example: winter death, spring internment) the employee may use one

(1) of the five (5) days to attend the funeral or internment. Compensation shall be at the regular hourly rate of said employee for a normal work day.

(2) Immediate family is defined as: wife, husband, father, mother, guardian, sister, and brother, child of employee, grandchildren, grandparents, father-in-law, mother-in-law, step-children, or stepparents.

(3) Employees will be entitled to compensation for one (1) day to attend the funeral of the spouse's grandparents or of a son-in-law or daughter-in-law, brother-in-law or sister-in-law, aunt or uncle of the employee or spouse. In the event an employee is required to act as a pallbearer at the funeral of someone outside of his/her immediate family, he/she shall be granted one (1) day off to do so.

(4) Regular part-time employees are eligible for bereavement days off as stated above, beginning on the succeeding calendar days starting on the date of death. If during this leave the employee has scheduled work days, the employee will be paid for those scheduled work days and hours only. The employee will not be paid for any of these days which are non-scheduled work days. Should any death occur during an employee's vacation he/she shall receive additional time off with pay for any scheduled work day affected at a time mutually agreed upon by the employee and department.

Article 42. MILITARY LEAVE

~~Personnel of the department who leave or have left the County service by the request of the Federal government to enter active service of the Armed Forces of the United States and return shall be entitled to their departmental seniority and the rate of pay and position they would have been entitled to had their service with the Brown County Sheriff's Department not been interrupted by service in the Armed Forces. All provisions of this section shall entirely comply with existing State and Federal laws.~~

Article 43. JURY DUTY

~~An employee may be granted a leave of absence with pay if called for jury duty. Any compensation derived from such duty shall be turned over to the County.~~

Article 44. LAY-OFF

~~Whenever it becomes necessary to lay-off employees in the bargaining unit, employees shall be laid off in inverse order to their length of service with the department provided the employee remaining on the job is qualified to~~

~~perform the work. When openings occur, employees laid off shall be recalled in the order of their length of service with the department before new employees are hired.~~

Article 45. GRIEVANCE PROCEDURE

~~(Moved to Article 9)~~

Article 46. 25. DRUG TESTING

~~(See attached addendum.)~~

Article 47. 26. AMENDMENT PROVISIONS

~~This Agreement is subject to amendment, alteration or addition only by a subsequent written agreement between and executed by the County and the bargaining unit where mutually agreeable. The waiver of any breach, term or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.~~

Article 48. NO OTHER AGREEMENT

~~The Employer agrees not to enter into any other agreement, written or verbally, with the members of the Brown County Sheriff's Department individually or collectively which in any way conflicts with the provisions of this Agreement.~~

Article 49. 27. SAVINGS CLAUSE

~~If any article or section of this Agreement or any addendum thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of this Agreement and addendum shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or section.~~

Article 50. CHANGES IN THE TERMS OF AGREEMENT

~~If either party desires to negotiate any changes in this Agreement to become effective after the end of the term of this Agreement or any extension thereof, they shall notify the other party in writing of its desire to enter into such negotiating prior to July 1st and shall be completed by the last Tuesday of October.~~

Article 51. ~~28.~~ TERMS OF AGREEMENT

This Agreement shall ~~will~~ become effective as of January 1, 2010 ~~2012~~, and remain in full force and effect up to and including December 31, 2011 ~~2012~~. , and shall renew itself for additional one year periods thereafter unless either party has notified the other party in writing that it desires to alter or amend this Agreement at the end of the contract period. The terms of this Agreement shall be from January 1 to December 31 of each and every year. Provisions have been made to pay for the liability accruing under this contract.

MEMORANDUM OF UNDERSTANDING

Plan Changes

~~The following agreement has been reached between Brown County and the Sheriff Supervisory Employees Association:~~

~~Employees agree to plan changes with respect to the utilization of EAP prior to obtaining services under the PPO and failure to utilize one (1) of the designated PPO Providers, Mental Health Preferred Provider Organizations, Hospital/Surgical Pre certification, Pre-existing Conditions Limitation, Hardship Enrollment, Bill Audit, Durable Medical Goods and Prescription Drug Plan.~~

MEMORANDUM OF UNDERSTANDING

Multi-Jurisdictional Task Force Assignment

The following agreement has been reached between Brown County and the ~~Brown County~~ Sheriff Supervisory Employees Association.

The parties agree that in the event that a member of the Association is selected and assigned to a position with the Multi-Jurisdictional Task Force, the individual will continue to accrue seniority during the time of such assignment. The parties further agree that upon the individual's return to his/her normal duties, the individual will be reassigned to the same ranked position which the individual held at the time of his/her assignment to the task force.

This memorandum of understanding will expire on December 31, 2011 ~~2012~~

MEMORANDUM OF UNDERSTANDING

Seniority as Used in this Agreement

Both parties agree to the following seniority language:

~~Effective with the ratification of the 1999, 2000, and 2001 contract, Sheriff Supervisory bargaining unit members shall accrue seniority based upon their length of service within the Sheriff Supervisory bargaining unit and respective division. Seniority will no longer be solely based upon length of time within a division/department. For the purpose of overtime, vacation selection, etc., bargaining unit seniority within division will be used.~~

~~All applicable contract references to "department" seniority will be revised to reflect "bargaining unit" seniority.~~

MEMORANDUM OF UNDERSTANDING

SHERIFF SUPERVISORY ASSOCIATION

Personnel Assigned 12 Hour Shifts

The following agreement has been reached between Brown County and the Brown County Sheriff's Department Supervisory Labor Association.

This agreement shall change the current contract language between Brown County and the Brown County Sheriff's Department Supervisory Labor Unit for personnel assigned 12 hour shifts resulting in an 84 hour work week.

This agreement currently applies to 12 hour shift Lieutenants.

1. Hours

The normal schedule for Officers working 12 hour shifts shall consist of two days on, two days off, three days on, two days off, two days on and three days off. The above results in an 84 hour pay period.

2. Article 24. 10. Salaries

Salaries shall be based on the current negotiated rate of pay in grade multiplied by the annual hours worked.

3. Article 11. Overtime. Employees who work 12-hour shifts shall be compensated at the rate of one and one-half (1-1/2) times their normal rate of pay for all hours worked outside of their normally scheduled hours or in excess of 12 hours in any working day; except as provided in Article 11.

3. Article 24. Shift Pay Differential

— Relief Hours ————— 3 hours pay per month

— 6:00 p.m. - 6:00 a.m. ————— 4 hours pay per month

4. Article 28. Holidays

— Holidays for Officers working 12 hour shifts shall be compensated 12 hours for each holiday.

5. ~~Article 29. Personal Days~~

~~Personal Days for Officers working 12 hour shifts shall be reflective of benefit hours calculated based on the current contract language provision of 3 days and shall receive 24 hours in time.~~

6.4. ~~Article 30. 16. Vacations~~

Vacations for Officers working 12 hour shifts shall be reflective of benefit hours calculated based on years of service and shall receive an additional 28 hours of vacation.

Example:

7-12 years of service	12 working days	96 hrs. + 28 hrs. = 124 hrs. vacation
13-14 years of service	18 working days	144 hrs. + 28 hrs. = 172 hrs. vacation
15-16 years of service	24 working days	192 hrs. + 28 hrs. = 220 hrs. vacation
17 years of service	26 working days	208 hrs. + 28 hrs. = 236 hrs. vacation
18 years of service	27 working days	216 hrs. + 28 hrs. = 244 hrs. vacation
19 years of service	28 working days	224 hrs. + 28 hrs. = 252 hrs. vacation

7. ~~Article 36. Casual Days~~

~~Casual Days for Officers working 12 hour shifts shall be reflective of benefit hours calculated based on current contract language provision of 5 days and shall receive 40 hours in benefit.~~

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved by:

COUNTY EXECUTIVE

Dated Signed: _____

Final Draft Approved by County Board Attorney

Authored by: County Board Attorney

Fiscal Note:

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPACH	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
MILLER	5			
HAFFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

6b

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

December 12, 2011

Departments for position approval process at November Executive Committee:

Finance/Purchasing – Administrative Clerk-Purchasing (vacated 12/15/11)

Health Department – Public Health Nurses (x2) (vacated 12/16/11 & 12/29/11)

Highway Department – Assistant Superintendent (vacated 12/23/11)

Highway Department – Engineering Technician II (vacated 12/9/11)

Highway Department – Fleet Manager Position (vacated 12/23/11)

Highway Department – Highway Laborer (vacated 12/1/11)

Human Services – Administrative Secretary (vacated 1/6/12)

Human Services – Assistant Director of Nursing (vacated 12/23/11)

Human Services – Clinical Social Worker (vacated 11/2/11)

Human Services/CTC – Housekeeper I (x1.5) (vacated 4/30/10 & 11/26/11)

Human Services – Social Worker/Case Manager-CPS (x3) (vacated 10/3/11 (x2) & 11/1/11)

Information Services – Programmer/Analyst II (vacated 12/2/11)

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



☎ PHONE (920) 448-4040 ☎ FAX (920) 448-4036 ☎ WEB: www.co.brown.wi.us ☎

November 22, 2011

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, Human Resource Manager
Carolyn Maricque, Finance Director

FROM: Cheryl Corbeille
Purchasing Manager

SUBJECT: Request to Fill: Administrative Clerk (Purchasing)

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, the Administrative Clerk works directly with the public accepting quote and proposals.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Year to date purchasing projects completed this year is currently at 95 as compared to 44 for last year doubling our work output. In addition to this increase the purchasing division also took on the following duties this past year:

- Administrating the county wide purchasing card program consisting of 129 cards, averaging 1,000 transactions amounting to \$100,000 monthly.
- Administrating a county wide mobile communication tracking and approval process.
- Soon to publish a county wide contract listing.
- Publishes quarterly newsletter.
- Updated the purchasing intranet site to be more user friendly with numerous work instructions to help communicate procedures throughout the county.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The Administrative Clerk's position is necessary to keep the purchasing division running effectively and efficiently.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover costs.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

This is an essential position that must be filled in a timely manner.

**2012 Cost of Budgeted Position
Administrative Clerk**

<u>2012 Fiscal Impact:</u>	01/01/2012- 12/31/2012
2012 Salary	\$ 35,256.00
2012 Fringe Benefits	<u>\$ 19,585.00</u>
	<u>\$ 54,841.00</u>

HEALTH DEPARTMENT

610 S. BROADWAY STREET
P. O. BOX 23600
GREEN BAY, WI 54305-3600

JUDY FRIEDERICHS, R.N., B.S.N.

PHONE (920) 448-6400 FAX (920) 448-6449 TDD (920) 448-6448

Director

www.co.brown.wi.us/health

November 21, 2011

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, Human Resources Manager
Department of Administration

FROM: Judy Friederichs, Director/Health Officer
Health Department

SUBJECT: Request to Fill: 2 FTE Public Health Nurses

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)
Description was reviewed and is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes—all services provided are required under statutory regulations re to communicable disease control, and general public health nursing services for local public health departments.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
Nursing division provides 1287 home visits for children and adults, 13,259 flu/ other routine immunizations, 26 classes to school-age parents, 689 communicable disease follow-ups, and 800 active/latent TB visits for med administration/case management.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
There is really not a way to streamline these activities further. Agency already employs health aides to assist w/ ancillary activities and utilizes clerical as appropriate. One nurse position was already lost in the recent past. Community is growing in size and complexity, and agency staffing has not grown accordingly. Service levels continue to be refined to those most in need, but mandates for services remain and client referrals continue.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Yes—positions are budgeted for 2012.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
Service provision to clients would get backed up, communicable disease control services may not be provided in a timely manner resulting in potential further spread, documentation could get backed up risking liability re to incomplete charting, immunization services may be limited due to reduced staffing, etc.

**2012 Cost of Budgeted Position
Public Health Nurse**

<u>2012 Fiscal Impact:</u>	01/01/2012- 12/31/2012
2012 Salary	\$ 58,305.00
2012 Fringe Benefits	<u>\$ 22,884.00</u>
	<u>\$ 81,189.00</u>

HIGHWAY DEPARTMENT

Brown County

2198 GLENDALE AVENUE

GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576

EMAIL: bc_highway@co.brown.wi.us

BRIAN L. LAMERS, CPA

HIGHWAY COMMISSIONER

DATE: November 2, 2011

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, County Human Resources Manager
County Administration Department

FROM: Brian Lamers, Commissioner
Highway Department

SUBJECT: Request to Fill – Assistant Superintendent Position, as stated in the Table of Organization

Therefore, please find the following information to justify filling this vacancy:

1. ***Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).***

The position description was reviewed and revised via the Human Resources Department on April 13, 2010 (see attached). There are no changes needed at this time.

2. ***Are the duties of the position related to an essential (mandatory) service? If yes, please explain.***

Yes, the Assistant Superintendent positions are related to essential services. This position is vital to the operation of the Highway Department, as it oversees the work crews who carry out the multiple functions of the Department. In addition, the superintendents are also responsible for assisting in long-range planning for reconstruction and reconditioning projects and equipment purchases.

3. ***Describe job performance measures for this position (clients, caseload, work output, etc.)***

The amount of lane miles that need to be monitored, union/crew issues that arise and the amount of crews & work assignments this position is responsible for.

The one (1) superintendent and two (2) assistant superintendents supervise 62 highway laborers and fifteen (15) summer/temporary employees during the summer season; along with overseeing the day-to-day operations out of the three (3) satellite shops located in New Denmark, Langes Corners and Greenleaf, and the emergency on-call duties that go along with the position.

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

Following the retirement of the Superintendent in August 2010, different options were thoroughly looked at (including the creation of working Foremen); however upon conclusion of the investigation, we felt these other options would not be fiscally responsible and would cause unforeseen issues.

In addition, during the 2011 budget process, one of the Assistant Superintendent positions was left "unfunded", which is to be reviewed during the 2012 budget process. By not funding this position, it has reduced our superintendent staff down from 4 to 3.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes, there are budgeted funds to cover the vacant Assistant Superintendent position.

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

The longer the position remains vacant, the longer it carries a safety risk to our work crews, in addition to the lack of supervision when carrying out their work tasks. With 75+ (full time & summer) employees to oversee during day-to-day operations, the one (1) superintendent and two (2) assistant superintendents need to direct and be present on the various job sites throughout each day to ensure that the crews are carrying out their assigned tasks, in addition to working under the safest conditions possible.

In addition to the daily work crews, the superintendents are responsible for carrying out emergency on-call duties, which means that with only 3 employees they are on call 24/7 every third week.

2012 Fiscal Impact Calculation
For the period 1/1/12 - 12/31/12
Assistant Superintendent

	Annual Fiscal Impact	1/1/2012 - 12/31/2012
Salary Fiscal Impact:	\$ 60,202	\$ 60,202
Fringe Benefits @ 50.4%		
Fringe Benefit Fiscal Impact:	<u>\$ 30,342</u>	<u>\$ 30,342</u>
Total 2012 Fiscal Impact:	<u><u>\$ 90,544</u></u>	<u><u>\$ 90,544</u></u>

Grade 21
Step 1

28.94333

HIGHWAY DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

BRIAN L. LAMERS, CPA
HIGHWAY COMMISSIONER

DATE: November 23, 2011

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, County Human Resources Manager
County Administration Department

FROM: Brian Lamers, Commissioner
Highway Department

SUBJECT: Request to Fill – Engineering Technician II Position, as stated in the Table of Organization

Therefore, please find the following information to justify filling this vacancy:

1. ***Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).***

The position description is currently being reviewed and revised via the Human Resources Department.

2. ***Are the duties of the position related to an essential (mandatory) service? If yes, please explain.***

Yes, the Engineering Technician II positions are related to essential services. This position is responsible for overseeing all permitting along the County Trunk Highway System, along with right-of-way negotiations, and the review & acquisition processes associated with the relocation order filed by the Highway Commissioner; in addition to the many other skilled specialized work of the Highway Engineering Department.

3. ***Describe job performance measures for this position (clients, caseload, work output, etc.)***

Brown County is among one of the largest counties in the State of Wisconsin in population and lane miles. The County Engineering Department carries out all roadway design work; right of way review & acquisition, inspection, project management, and utility coordination for road projects. In addition this position is responsible for the overview, approval and implementation of all permits (R/W, driveway, detour, overheight/overweight, etc.) and oversees and manages road construction projects.

We currently have 1 engineer and 4 engineering technicians to carry out all of the duties of the Engineering Department.

ENGINEERING TECHNICIAN II JUSTIFICATION
PAGE 2

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

In order to maintain the services to ensure construction projects are kept on time and that there isn't a backlog of permits for outside contractors/residents, it is imperative that this position is filled as soon as possible. If the duties of this position were to be outsourced, it would cost a minimum of 2 times the amount.

This position should not be outsourced as many of the required decisions of the position should be made by a Brown County employee, not a consultant.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes, there are budgeted funds to cover the vacant Engineering Technician II position.

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

The current position should be filled as soon as possible to allow for the training and avoid backlogs in not only County projects, but also those of private contractors requiring permitting approval (see #4 above).

Offers to purchase right-of-way have been made on a critical road project scheduled for construction in 2012 and need to be negotiated and purchased as soon as possible.

2012 Fiscal Impact Calculation
For the period 1/1/12 - 12/31/12
Engineering Tech II

	Annual Fiscal Impact	1/1/2012 - 12/31/2012
Salary Fiscal Impact:	\$ 53,061	\$ 53,061
Fringe Benefits @ 50.4%		
Fringe Benefit Fiscal Impact:	<u>\$ 26,743</u>	<u>\$ 26,743</u>
Total 2012 Fiscal Impact:	<u><u>\$ 79,803</u></u>	<u><u>\$ 79,803</u></u>

J1
6 month rate

25.51

HIGHWAY DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

BRIAN L. LAMERS, CPA
HIGHWAY COMMISSIONER

DATE: November 18, 2011

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, County Human Resources Manager
County Administration Department

FROM: Brian Lamers, Commissioner
Highway Department

SUBJECT: Request to Fill – Fleet Manager Position, as stated in the Table of Organization

Please find the following information to justify filling this vacancy:

1. ***Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).***

The position description was reviewed and revised via the Human Resources Department on November 18, 2011.

2. ***Are the duties of the position related to an essential (mandatory) service? If yes, please explain.***

Yes, the Fleet Manager position is related to essential services. This position is vital to the operation of the Department of Public Works, as it oversees the mechanical employees who carry out the necessary repairs and routine maintenance of a 200+ fleet of vehicles and a variety of other equipment as well.

3. ***Describe job performance measures for this position (clients, caseload, work output, etc.)***

The amount of equipment breakdowns and routine maintenance required on a multitude of County equipment types that need to be monitored/reviewed. This position oversees the workloads of a total of 15 mechanical employees.

FLEET MANAGER JUSTIFICATION
PAGE 2

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

This position has been changed with the consolidation of the Highway & Facility Management Departments to become the Department of Public Works. The committee has reviewed and re-classed the current Highway Shop Superintendent position to the Fleet Manager position.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes, there are budgeted funds to cover the vacant Fleet Manager position.

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

The longer the position remains vacant, the longer it carries a risk of backlog to the maintenance of County equipment, which in turn puts a burden and risk of not having the proper equipment to carry out the other duties of the Department of Public Works. A past review shows that if shop operations have to be outsourced to other entities, it becomes extremely costly to Brown County.

This is a supervisory position that oversees the work of approximately 15 mechanical employees and is responsible for carrying out emergency on-call duties for all of the mechanic shop operations.

Day-to-day decisions have to be made by the Fleet Manager to keep cost controlled and coordination of employee's time for the best cost efficiencies.

2012 Fiscal Impact Calculation
For the period 1/1/12 - 12/31/12
Fleet Manager (formerly Shop Superintendent)

	Annual Fiscal Impact	1/1/2012 - 12/31/2012
Salary Fiscal Impact:	\$ 67,627	\$ 67,627
Fringe Benefits @ 50.4%		
Fringe Benefit Fiscal Impact:	<u>\$ 34,084</u>	<u>\$ 34,084</u>
Total 2012 Fiscal Impact:	<u><u>\$ 101,711</u></u>	<u><u>\$ 101,711</u></u>

Grade 23
Step 2

HIGHWAY DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

BRIAN L. LAMERS, CPA
HIGHWAY COMMISSIONER

November 7, 2011

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, County Human Resources Manager
County Administration Department

FROM: Brian Lamers, Commissioner
Highway Department

SUBJECT: Request to Fill – Highway Laborer Position, as stated in the Table of Organization

We anticipate filling the vacant Highway Laborer position on 1/1/12 with a qualified employee from the Brown County Park Department, who will be laid off due to budget cuts within his department. Therefore, please find the following justification to fill our vacant Highway Laborer position:

1. ***Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).***

The position description for the Highway Laborer position was reviewed and there are no required updates since the last changes were made in 2010.

2. ***Are the duties of the position related to an essential (mandatory) service? If yes, please explain.***

Yes, the Highway Laborer positions are related to essential services. Keep in mind a large portion of all Highway Laborer positions are funded by outside sources, one of the largest being the Wisconsin Department of Transportation (WisDOT), whereby we provide maintenance services all year long. These positions are key components for winter operations. We provide 24/7 services all year long, which the majority are for winter operations. To be able to accommodate 24/7 operators, and the current contract set for crew to work 16 hours, we need all of the Laborer positions filled for coverage and safety of the crew and traveling public. Summer operations are just as important and include services to WisDOT. In addition to State work, we have maintenance on the County to keep up with also (i.e., ditching, shouldering, surface maintenance, guardrail, mowing and traffic operations, including signing and pavement marking). We are required to follow many laws and regulations such as reduction in suspended solids, which is more outlet clean-up and sweeping, an extensive sign inventory system of signs to keep up on retroreflectivity standards, just to name a couple. Also, in summer we have the other crews such as paving crew, construction crew and drainage crews in addition to the other summer maintenance activities.

3. ***Describe job performance measures for this position (clients, caseload, work output, etc.)***

Brown County is among one of the largest counties in the State of Wisconsin in population and lane miles. Our Highway Department carries out winter and summer roadway and bridge maintenance on approximately 785 lane miles of County highways and 713 lane miles of State highways. We also provide a variety of services to other Brown County departments. Over the next 6 years, our operations will be directly affected by the STH 29 & USH 41 reconstruction projects. Once these 2 projects are complete, we will have approximately 65 additional lane miles and 20 roundabouts to plow and maintain.

12

HIGHWAY LABORER JUSTIFICATION
PAGE 2

The Highway Department will be looking into adding additional laborers in the near future to accommodate the additional lane miles and maintenance. Also in the near future the County will be adding additional lane miles for CTH RK (from CTH EB to CTH J), the expansion of CTH GV and the extension of CTH EA, all of which will add to the workload of our current workforce.

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

In order to maintain the services to ensure the entire County is covered for liability purposes and regulations, we need to continue to staff for these requirements. We have taken steps to save on services whenever possible, including the use of a "skeleton crew" at night during certain storm events, in addition to allowing the crew to take time off work without pay an hour or two at a time if they started early or have adequate overtime as long as it does not hinder our operations.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes, there are budgeted funds and/or outside funding (WisDOT) to cover the vacant Highway Laborer positions.

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

The current position should be filled as soon as possible to allow for the proper training as the major WisDOT STH 29 & USH 41 projects are scheduled to begin very soon; whereby this will add to the Highway Department's lane maintenance miles.

2012 Fiscal Impact Calculation
 For the period 1/1/12 - 12/31/12
 Highway Laborer

	Annual Fiscal Impact	1/1/2012 - 12/31/2012
Salary Fiscal Impact:	\$ 44,678	\$ 44,678
Fringe Benefits @ 50.4%		
Fringe Benefit Fiscal Impact:	\$ 22,518	\$ 22,518
Total 2012 Fiscal Impact:	\$ 67,196	\$ 67,196

Table H
 6 month rate

21.48

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

November 23, 2011

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, Human Resources Manager
Dept of Administration

FROM:  Brian Shoup, Executive Director
Human Services

SUBJECT: Request to Fill – Administrative Assistant

1. *Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the AI form.)*

Yes, it is current and that fact was conveyed to Lisa Younk on 11/23/11.

2. *Are the duties of the position related to an essential (mandatory) service? If yes, please explain.*

Yes. They are essential for supporting the duties of the Human Services Executive Director, a position mandated in Chapt. 46 of the WI Statutes.

3. *Describe job performance measurement for this position (clients, caseload, work output, etc.)*

This position has overall responsibility for ensuring the efficient, organized flow of work under the direct purview of the executive director. The day-to-day output required of this position includes:

- Scheduling
- Composing agendas for meetings
- Organizing meetings
- Keeping/transcribing minutes of important meetings
- Reception duties for the exec. director and top management
- Screening mail
- Writing routine correspondence for the exec director
- Handling timecards for admin. and exempt staff
- Special projects
- Duties that require maintaining confidentiality
- Assisting in budget preparation
- Stellar interpersonal skills in handling guests, county officials, and other visitors

Above all, this employee must be able to perform the above tasks within a fast paced and often high pressure environment.

4. *Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.*

Clerical positions within the department have been reduced over recent years within Human Services. There are no other support positions that have the capacity to take on the duties and responsibilities of this position. Moreover, the confidential nature of many of the assignments could not be fulfilled by other positions.

5. *Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?*

This position is budgeted in 2012.

6. *What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?*

The number of strategic projects requiring oversight by the executive director continues to increase. In 2012-13 they include:

- EMR conversion at the CTC and expansion to Community Programs
- Implementation of various restructuring changes throughout the department that are part of the 2012 budget
- Establishment of a 5 counties economic support consortium
- Exploration/implementation of Nicolet Psychiatric Center's clinical services overhaul to capture greater reimbursement
- Implementation of local correctional alternative to using more expensive state correctional facilities for youthful offenders

Each of these projects is a major undertaking that will require constant administrative tasks such as scheduling, taking minutes, tracking systems, various memoranda and email, and organizational housekeeping by the admin. secretary. This is over and above the day to day work that this position is responsible for.

Operating within the 2012 Human Services budget (which we cut by \$5M overall) will require the successful implementation of these projects. This position is essential in assisting the executive director in providing sufficient oversight to make this happen.

Human Services as measured in dollars is a larger operation the city of Green Bay. Failing to fill this position would handicap the department's leadership to the point of risking that essential tasks would not get done. This effect would be felt at 3 months and would only increase throughout 2012.

**2012 Cost of Budgeted Position
Administrative Secretary**

<u>2012 Fiscal Impact:</u>	01/01/2012- 12/31/2012
2012 Salary	\$ 35,159.00
2012 Fringe Benefits	<u>\$ 19,571.00</u>
	<u>\$ 54,730.00</u>

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

10/26/11

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, Human Resources Manager

FROM: Mary Johnson Hospital and Nursing Home Administrator
Brown County Community Treatment Center

SUBJECT: Request to Fill Assistant Director of Nursing Position

1. Is the position description current or does it require updates?
The position description is updated and current.
2. Are the duties of the position related to an essential (mandatory) service?

The duties of this position include shift tour of duty supervisory oversight and direction of the RN Charge Nurses in Bayshore Village. This position is also ultimately responsible for assisting the Director of Nurses in providing supervision of all nursing staff. The position is mandated under HFS 132 for a nursing home over 60 residents.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.) process.

Duties include care conferences, care planning, discharge planning. Measurements would include achieving safe client care as indicated by Risk Management and QI audits and data. This position assists in developing evidenced based practices, with improvement initiatives. The manager assists the MDS coordinator and is must train staff in the EMR process.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsourcing job responsibilities.

The position is mandated by State regulations. We could not streamline the process at present as we have depleted all non-mandated manager positions and this position has been required to assume many roles including assisting with Infection Control. The position assists the DON in assuring the nursing home is compliant with State and Federal regulations. ensure the hospital is compliant with statutory requirements. Outsourcing this position would likely cost us more money as agencies and contractors that we use are higher in cost. This position is a result of streamlining and remodeling the department.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

This is a position approved in the 2012 budget and must be filled as soon as possible due to elimination of the House Managers.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The State is due in three months. We need to bring someone in to get them oriented and functioning prior to the survey.

**2012 Cost of Budgeted Position
(Assistant Director of Nursing) Nursing Home Manager**

<u>2012 Fiscal Impact:</u>	01/01/2012- 12/31/2012
2012 Salary	\$ 58,110.00
2012 Fringe Benefits	<u>\$ 22,855.00</u>
	<u>\$ 80,965.00</u>

BROWN COUNTY HUMAN SERVICES

Brown County Community Treatment Center
Outpatient Clinical Services Division
3150 Gershwin Drive
Green Bay, WI 54311



Phone (920) 391-6940

11/21/11

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, Human Resources Manager

FROM: Kevin Lunog, Clinical Services Manager
Human Services

SUBJECT: Request to Fill – Clinical Social Worker

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

This job description has been updated this year.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
All of the Chapter 51 court commitments are followed by case managers. This position also is involved the Medicaid entitlement programs such as Comprehensive Community Services (CCS) because of the licensing required. The licensing required for this position allows us to bill at a higher rate and for any psychotherapy performed by the Clinical Social Worker.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
This position is monitored by monthly case management logs which track number of hours related to clients in the different programs provided and a productivity chart for the psychotherapy provided. The number of clients on a caseload depends upon the severity of the client's symptoms and problem areas. This position provides oversight and consultation with non-degreed staff treatment planning and crisis plans. It also includes AODA services allowing client's to have more choice in who they see.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
The changing of job titles from Staff Psychologist to Clinical social worker makes this position more versatile, useful and billable. This person is able to see consumers with more complex problems and meet the certification requirements needed for staff in order for us to run the programs that we do. This position receives a higher reimbursement in most programs and will also be performing therapy hours, which has a higher billing rate than the case management. Filling this position will allow more efficient completion of duties and improved billing.



5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls

This is a budgeted position which was vacated due to a retirement.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact has been an increased workload and attempts to cover the duties by other staff members. We will not be able to cover the duties in a timely manner which would result in being out of compliance with program certification requirements. By filling the position we are able to help to reduce wait times and get people seen sooner by one of our staff members who can evaluate the needs of the person. It also will help reduce the wait time for AODA groups by giving us another person to facilitate a group in addition to individual sessions and assessments.

2012 Cost of Budgeted Position
Clinical Social Worker/Pro Counselor/Case Manager

<u>2012 Fiscal Impact:</u>	01/01/2012- 12/31/2012
2012 Salary	\$ 62,728.00
2012 Fringe Benefits	<u>\$ 23,517.00</u>
	<u>\$ 86,245.00</u>

FACILITY MANAGEMENT

Brown County



BROWN COUNTY COMMUNITY TREATMENT CENTER
3150 GERSHWIN DRIVE
GREEN BAY, WISCONSIN 54311

PHONE (920) 391-4856 FAX (920) 391-4869
E-MAIL LEBOEUF_DL@CO.BROWN.WI.US

DIANE L. LE BOEUF, CEH
HOUSEKEEPING MANAGER

11/2011

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, Human Resources Manager

FROM: Diane LeBoeuf, Housekeeping Manager
Facilities Management

SUBJECT: Request to fill ~ 1.0 FTE & .5 FTE Housekeepers

1. Is this position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A- 1 form).

- Yes, it is current.

2. Are the duties of the position related to essential (mandatory) services? If yes, please explain.

- Yes, all Housekeeping personnel and the services they provide at the Brown County Community Treatment Center and at Shelter Care are necessary. They provide a clean, safe, sanitary and an attractive environment for all residents and clients, visitors, employees, and the general public.
It is difficult to keep a healthcare facility clean and infection free. After all, healthcare facilities are a very busy places; especially since both CTC and Shelter Care are 24/7. Our Housekeeping team has to constantly keep on their toes to keep up with resident and patient rooms, waiting rooms, Out Patient, Lab, Doctor Exam rooms, staff areas and all the Public areas within these buildings. It is a revolving door of messes with a high importance of infection control; our housekeeping team is the first line of defense.
The CTC and Shelter Care both fall under strict cleanliness and infection control regulations by the State of Wisconsin Surveyors. In order for the County to keep it licensure, their guidelines must be followed. The State of Wisconsin Surveyors requires that the CTC has housekeeping coverage on the weekends and holidays in addition to the weekdays.
- Proper cleaning and maintenance of our County buildings is necessary to meet and exceed the building's life expectancy and this includes the life expectancy of the interiors and furnishings as well.
- These positions complete routine cleaning and project work. They use various types of cleaning equipment including carpet extractors, floor buffers/burnishers, upholstery extractions, floor scrubbers and other miscellaneous equipment. They are required by the State of Wisconsin to attend an Educational in-service once per year. During our team meetings we routinely discuss new infection control information and cleaning techniques, we currently use all Green chemicals, equipment, and techniques which require additional training.
- The Housekeeping staff at CTC also completes the room set up and takes downs for all events at CTC, deliver the clean laundry carts to the respective areas, and many other tasks.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

- The result of not filling these two positions(1.5 FTE's) would result in an increase of overtime, employee burnout and injuries-possible additional work comp claims, increased absenteeism, low moral which effects productivity, unsanitary and unsafe conditions for residents, staff and visitors, infection control issues, possible State violations of the Life Safety Codes and hefty fines.
- The life expectancy of furnishings, floors, and interiors would be reduced and replacement of materials wood occurs more often without the proper maintenance and cleaning, which is a costly thing to do. We need to keep the Counties investments clean and well maintained.

**2012 Cost of Budgeted Position
Housekeeper I**

<u>2012 Fiscal Impact:</u>	01/01/2012- 12/31/2012
2012 Salary	\$ 26,531.00
2012 Fringe Benefits	<u>\$ 18,337.00</u>
	<u>\$ 44,868.00</u>

**2012 Cost of Budgeted Position
Housekeeper I (.50 FTE)**

2012 Fiscal Impact:

**01/01/2012-
12/31/2012**

2012 Salary

\$ 11,228.00

2012 Fringe Benefits

\$ 8,073.00

\$ 19,301.00



Human Services Department

Brian Shoup, Executive Director
111 N. Jefferson Street
Green Bay, WI 54301
Phone: (920) 448-6000 Fax: (920) 448-6166

November 30, 2011

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, Human Resources Manager

FROM: Brian Shoup, Executive Director
Human Services Department

SUBJECT: Request to Fill – Social Worker for Child Protective Services

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the AI form.)

This position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, explain.

Yes, the duties are State mandated. Child Protective Services involves investigations of child abuse and neglect, Court work, and ongoing service provision.

3. Describe job performance measurements for this position (clients, caseload, work output, etc.).

Each Child Protection worker carries a full caseload of investigations and/or ongoing service and Court case assignments. A recent State Quality Service Review confirmed that Brown County has higher caseloads for child welfare workers than many other large counties, and that required performance will continue to be a struggle if Brown County remains at current staffing levels. Referrals of child abuse and neglect have increased 25% over the past several years and continue to rise.



4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This vacancy represents a restructuring of staff resource by taking a social worker position from another area to help with emerging child protection needs. This restructuring move to add additional child protective service workers is necessary to meet the growing demand and State standards.

5. Are budget funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

This position is fully funded in 2011 and 2012 and was approved in 2012 budget.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact would be to fall short of the State requirements for Child Protection and become liable for penalties.

2012 Cost of Budgeted Position
Social Worker/Case Manager (Child Protection)

<u>2012 Fiscal Impact:</u>	<u>01/01/2012- 12/31/2012</u>
2012 Salary	\$ 60,002.00
2012 Fringe Benefits	<u>\$ 23,126.00</u>
	<u>\$ 83,128.00</u>

Brown County

305 E. WALNUT STREET, FIFTH FLOOR
P.O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE: (920) 448-4025 FAX: (920) 448-6266 WEB: www.co.brown.wi.us

To: Troy Streckenbach – County Executive
Carolyn Marique- Finance Director
Debbie Klarkowski- Human Resources Manager

Fr: Kevin Raye
Network Support Manager

Laura Workman
Application Support Manager

Ref: Request to Fill: *Programmer/Analyst II*

Date: November 29, 2011

1. Is the position description current or does it require updates?

Current

2. Are the duties of the position related to an essential service?

This position is the solely responsible for maintenance of security camera system. This position also handles Archibus work order system for Facilities, Library, New Zoo and Parks. This position is also responsible for the IIS Server (intranet).

3. Please describe job performance measurement for this position.

This position and performance is evaluated annually. This position supports Facilities, New Zoo, Parks, Golf Course, County-wide Camera System, Health, Museum and Land Conservation Departments. A part time programmer/analyst position was eliminated in the 2012 budget. This position will now support 1 ½ positions.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize?

The vacancy of this position presented an opportunity to combine 1 ½ positions into a single full-time position.

5. Are budgeted funds sufficient to cover the cost of filling the position?

Budgeted funds are adequate.

6. What is the impact of not filling the position in

a. 3 months b. 6 months c. 12 months, and d. Not at all

The impact of not filling this position will be significant as the person reassigned to this position has been trained and has provided back up support for the programmer analyst vacating this position. The programmer will continue with the duties previously assigned. Not filling this position would impact all departments mentioned above as well as support for the county-wide camera system.

**2012 Cost of Budgeted Position
Programmer/Analyst II**

<u>2012 Fiscal Impact:</u>	01/01/2012- 12/31/2012
2012 Salary	\$ 62,712.00
2012 Fringe Benefits	<u>\$ 23,514.00</u>
	<u>\$ 86,226.00</u>